



LIST OF VACANT POSITIONS as of (MARCH 2024)

NAMRIA-RSP-Form03 Rev06

Map your future with us!

The NATIONAL MAPPING and RESOURCE INFORMATION AUTHORITY (NAMRIA) an attached government agency of the Department of Environment and Natural Resources (DENR) is mandated to act as the "Central Mapping and Resource Information Agency" of the government. Our vision is to be the center of excellence, building a geospatially-empowered Philippines.

APPLICATION GENERAL GUIDELINES

1. All **qualified applicants** are invited to **email** at hrmsrecruitment@namria.gov.ph the **original scanned copies** of the following application documents (per position applied for)

a. **Application letter**, indicating the vacant position being applied for and its corresponding item number addressed to:

Usec. PETER N. TIANGCO, PhD, CESO I
Administrator, NAMRIA

b. Properly accomplished **Personal Data Sheet** (CS Form 212 Revised 2017); NAMRIA employees are required to update their Electronic PDS (EPDS) account

c. **Work Experience Sheet** (CSC Form No. 212 Attachment - Work Experience Sheet) (csc.gov.ph)

d. Two (2) recent **Individual Performance Commitment and Review (IPCR)** Form or its equivalent (for government employees); and

e. Other **Application Documents**:

e.1) Certificates of Trainings Attended;

e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);

e.5) College Diploma and Transcript of Records (TRD);

e.6) Service Record (for government employees); and

e.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.7) Certificate of Award/ Recognition conferred by NAMRIA and other recognized and prestigious awarding bodies.

2. The **original and photocopy** of the scanned documents shall be presented for HR authentication **upon request of the HR Officer**.

2.a The photocopy of documents shall be placed in a **long brown envelope with the Application Checklist (See posting attachment)**

3. External applicants shall download and accomplish the **Applicant's Qualification form** (<http://www.namria.gov.ph/downloads/hr/applicantqualificationform.xlsx>) and email it, in excel format, along with the required documents.

4. The email subject or title shall follow this format: **APPLICATION FOR <POSITION TITLE>_<ITEM NUMBER>_<Division/Branch><Full Name of Applicant>** (e.g. APPLICATION FOR ADMINISTRATIVE OFFICER II_NAMRIAB-ADOF2-17-2005_AD/SSB Maria Natividad)

5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

7. The submitted application documents (hard and electronic copies) shall be solely used for recruitment purposes and shall be **retained** for a period of **one (1) year**; afterwards, they shall be disposed of in accordance with applicable laws and office regulations.

8. DEADLINE OF APPLICATION: MAR 25 2024

For queries, applicants may contact HRMS at 88105458

**Pursuant to CSC MC No. 07, s. 2014, Person with Disabilities (PWDs) are encouraged to apply.*



ATTY. JESSIE M. RACIMO
Chief, Administrative Division

Usec. PETER N. TIANGCO, PhD, CESO I
Administrator



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**LIST OF VACANT POSITIONS as of MARCH 2024
(CONTRACT OF SERVICE)**

RESOURCE DATA ANALYSIS BRANCH - (8) Vacant Position/s

| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment |
|-----|--|--|--------------|------------------------|--|--|--|--------------------------------|------------------------------------|
| 1 | Two (2) Project Development Officer II | Not/Applicable | | Php 21,436.00 | Bachelor's degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other related courses) | One (1) year of relevant experience in the application of RS/GIS | Four (4) hours of relevant training in RS/GS | (Preferably) CS Prof / RA 1080 | Land Classification Division (LCD) |
| | Additional Competency required | 1. Computer literate preferably MS Office (Excel, Word, and Powerpoint). | | | | | | | |
| | Job Description: | <ol style="list-style-type: none"> 1. Conducts in secondary data collection; 2. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; 3. Assists in the conduct of field validation survey; 4. Assists in the consolidation of field reports; 5. Prepares reports and other related LC documents; 6. Uploads and maintains database and archiving of project outputs. 7. Prepares data related to client request. 8. Performs other related task as may be deemed necessary to carry out the above-mentioned activities. | | | | | | | |
| 2 | Three (3) Project Development Officer I | Not/Applicable | | Php 19,940.00 | Bachelor's degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other related courses) | None Required | None Required | (Preferably) CS Prof / RA 1080 | Land Classification Division (LCD) |
| | Additional Competency required | 1. Computer literate preferably MS Office (Excel, Word, and Powerpoint). | | | | | | | |
| | Job Description: | <ol style="list-style-type: none"> 1. Conducts inventory and scanning of LC cases documents and LC project status card index; 2. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; 3. Assists in the conduct of field validation survey; 4. Assists in the preparation of reports and other related documents; 5. Reviews, verifies, and maintains information into databases. 6. Assists in the data preparation related to client request. 7. Performs other related task as may be deemed necessary to carry out the above-mentioned activities. | | | | | | | |

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|-------------------------------|--|--|----------------------|--|-------------------------------------|---------------|---|------------------------------------|
| 3 | Two (2) Project Development Assistant I | Not/Applicable | Php 14,931.00 | Bachelor's degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other related courses) | None Required | None Required | (Preferably) CS Sub-Prof | Land Classification Division (LCD) |
| | Additional Competency required | 1. Computer literate preferably MS Office (Excel, Word, and Powerpoint). | | | | | | |
| | Job Description: | 1. Assists in LC document processing; 2. Assists and prepares notices and minutes of the meeting; 3. Assists in the data preparation related to client request; 4. Implements record management processes for the executive/office; 5. Performs other related task as may be deemed necessary to carry out the above-mentioned activities. | | | | | | |
| 4 | One (1) Driver I | Not/Applicable | Php 13,890.00 | Completion of relevant vocational course | One (1) year of relevant experience | None Required | Driver's License (MC 10, s.2013-Cat IV) | Land Classification Division (LCD) |
| | Additional Competency required | | | | | | | |
| | Job Description: | 1. Conveys LCD personnel to meetings/workshops/trainings/field survey sites. | | | | | | |
| ***NOTHING FOLLOWS *** | | | | | | | | |