



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.

LIST OF VACANT POSITIONS as of FEBRUARY 2023 (JOB ORDER)
SUPPORT SERVICES BRANCH - (4) Vacant Position/s

| No. | POSITION | Unique Item No. | Salary Grade | Basic Salary per Month | Education | Relevant Experience | Relevant Training | Eligibility | Place of Assignment |
|-----|----------------------------------|--|--------------|------------------------|--|---------------------|-------------------|---------------|-------------------------------------|
| 1 | One (1) Data Processor II | Not/Applicable | | Php 12,921.00 | High School Graduate or completion of relevant vocational/trade course | None Required | None Required | None Required | Engineering Services Division (ESD) |
| | Additional Competency required | 1. Basic computer skills with proficiency in MS Word and Excel. 2. Basic knowledge in vehicle maintenance. 3. Experience in web-based management system. | | | | | | | |
| | Job Description: | 1. Types correspondence, records and other relevant documents; 2. Sorts and records incoming and outgoing correspondence and documents; 3. Drafts reports and prepares correspondence, memoranda and circulars; 4. Undertakes related research work of the office; and 5. Performs other functions as may be assigned by the supervisor. | | | | | | | |
| 2 | One (1) Mechanic | Not/Applicable | | Php 13,890.00 | High School Graduate or completion of relevant vocational/trade course | None Required | None Required | None Required | Engineering Services Division (ESD) |
| | Additional Competency required | 1. Knowledge in vehicle maintenance. | | | | | | | |
| | Job Description: | 1. Performs preventive and corrective maintenance of NAMRIA vehicles; 2. Prepares and submits reports to his superior on repairs conducted; 3. Performs repair of NAMRIA vehicles; 4. Ensures roadworthiness of all NAMRIA vehicles; 5. Keeps and secures all NAMRIA tools and equipment; and 6. Performs other duties as may be assigned from time to time. | | | | | | | |
| 3 | One (1) Aircon Tech | Not/Applicable | | Php 13,890.00 | High School Graduate or completion of relevant vocational/trade course | None Required | None Required | None Required | Engineering Services Division (ESD) |
| | Additional Competency required | 1. Knowledge in repair and maintenance of air-conditioning units 2. Preferably with NC II (TESDA Certification). | | | | | | | |
| | Job Description: | 1. Assists in the operation maintenance and minor repair of refrigeration and airconditioning (RAC) equipment and other simple RAC works to ensure that cooling equipment are in good working condition at all times; 2. Inspects RAC equipment, facilities to determine and note repair work needed; and 3. Performs other tasks that may be assigned by the engineer from time to time. | | | | | | | |
| 4 | One (1) Utility Worker I | Not/Applicable | | Php 11,748.00 | High School Graduate | None Required | None Required | None Required | Engineering Services Division (ESD) |
| | Job Description: | 1. General cleaning and maintenance of NAMRIA's pavement and ground; 2. Planting, watering and fertilizing of trees and plants, and general care of tree plantations and gardens; 3. In charge in the general cleanliness of office and its vicinity; 4. Collects and sorts garbage in accordance with the Solid Management Program of NAMRIA; and 5. Performs other tasks that may be assigned from time to time. | | | | | | | |

NOTHING FOLLOWS