



LIST OF VACANT POSITIONS as of NOVEMBER 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 hb.ncompsb@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 (TOR);

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:** DEC 09 2024

For queries, applicants may contact HRMS at 88105458

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



ATTY. JESSIE M. RACIMO
Chief, Administrative Division

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



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HYDROGRAPHY BRANCH - 9 VACANT POSITIONS

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	One (1) Seaman Third Class	NAMRIAB -SM3S -67-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Physical Oceanography Division - Oceanographic Survey Section
	Technical Competencies required	Applies basic computer skills in work using basic MS Office applications and basic knowledge in Geographic Information System (GIS) applications and other related software								
	Job Description:	Conducts physical oceanographic surveys, initial data processing, and related activities								
2	One (1) Seaman Third Class	NAMRIAB -SM3S -64-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Nautical Charting Division
	Technical Competencies required	HB2 – Nautical Cartography 1. Designs chart specifications 2. Compiles the following information into a maritime geodatabase with feature attributes: a. Bathymetry b. Topography c. Navigational information d. Tidal, etc. 3. Builds chart topology within the maritime database 4. Validates maritime geodatabase using software 5. Performs manual correction on printed charts Additional competency: Intermediate Level in Geographic Information Systems (GIS)								
	Job Description:	Involved in the production and maintenance of nautical charts; Compiles maritime data into a maritime geodatabase, and ensures that all data conforms to IHO standards; Ensures all data are accurately encoded with appropriate feature attributes; Responsible for constructing the correct spatial relationships within the database, ensuring the chart topology is built to meet maritime navigation standards; Validates maritime geodatabase using specialized software to ensure data accuracy and compliance with established standards; Involved in the production of paper nautical charts, derived from the geodatabase.								

3	Three (3) Seaman Third Class	NAMRIAB -SM3S -6-1998 NAMRIAB -SM3S -39-1998 NAMRIAB -SM3S -51-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Survey Support Division - Geomagnetic Survey Section
	Technical Competencies required	Basic knowledge in using survey instruments (GPS/GNSS, Theodolite, Total Station), basic computer skills, basic knowledge in GIS Applications, good writing skills, basic knowledge in basic procurement and liquidation, practices ethical and professional behavior								
	Job Description:	Performs supportive administrative/maintenance tasks in the Operation and Maintenance of Magnetic Observatory and to the observation of Magnetic Repeat Station.								
4	One (1) Seaman Third Class	NAMRIAB -SM3S -8-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Survey Support Division - Hydrographic and Geomagnetic Data Management Section
	Technical Competencies required	Basic computer skills.								
	Job Description:	Performs supporting tasks in hydrographic survey activities and to the operation and maintenance of survey vessels. Creates maps using GIS software and related equipment. Processes data requests. Verifies availability of data.								
5	One (1) Seaman Third Class	NAMRIAB -SM3S -14-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Survey Support Division - Logistics Management Section
	Technical Competencies required	Basic knowledge in procurement processes and liquidation requirements.								
	Job Description:	Assists in gathering basic financial data for budget execution and development. Processes basic procurement and liquidation documents.								

6	One (1) Seaman Third Class	NAMRIAB -SM3S -35-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Survey Support Division - Support Management Section
	Technical Competencies required	Basic knowledge in maintenance and troubleshooting of survey equipment, knowledge of electrical systems and wiring, computer troubleshooting and networking skills, familiarity with communications equipment, and relevant hands-on experience.								
	Job Description:	Assists in the maintenance and troubleshooting of survey equipment, supporting building maintenance tasks, performing electrical installations, managing welding and air-conditioning repairs, operating radio communication systems, maintaining accurate logs, participating in training sessions, and addressing technical issues as needed to ensure smooth operations								
7	One (1) Seaman Third Class	NAMRIAB -SM3S -38-1998	N.A.	Php 29,668.00	CSC Minimum Requirement Competency-Based Qualification Standard	At least 72 completed units in college or a High School or Senior High School Graduate with relevant vocational course	None	None	None	Survey Support Division - Office of the Division Chief
	Technical Competencies required	Basic knowledge in any of the following: ship survey operation and navigation, boat handling, machinery operation and maintenance, deck operation and maintenance, communications, stewardship, safety and security, and clerical works.								
	Job Description:	Performs supportive tasks as lookout or trainee in hydrographic survey activities								
ALL APPLICATIONS IN RESPONSE TO LOVP-2024-001 (HB NCO) POSTED ON NOVEMBER 6 2024 ARE CONSIDERED FOR THIS POSTING.										
*** NOTHING FOLLOWS ***										