



# LIST OF VACANT POSITIONS as of (JUNE 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

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:** JUN 28 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 JUNE 2024**

**GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - ( 3 ) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Information Technology Officer III</b>	NAMRIAB-ITO3-2-1998	SG 24	PHP 90,078.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Four (4) years of supervisory/ leadership management experience	Forty (40) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Geospatial System Development Division (GSDD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute technical competencies on: 1.) Application Development 2.) Database/System Design 3.) System Research and Analysis 4.) Database Build-up and Integration</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>Monitors the system analysis, system design, and application development activities including its implementation and maintenance.</li> <li>Evaluates and approves the system analysis and design documentation.</li> <li>Evaluates and approves the developed information system.</li> <li>Introduces, recommends, or revises system design-related standards, policies, and plans.</li> </ol>								
2	<b>One (1) Computer Maintenance Technologist I</b>	NAMRIAB-CTMT1-1-1998	SG 11	PHP 27,000.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute technical competencies on: 1) Information and Communication Technology (ICT) Resource Management and possesses basic technical competencies on: 2) Database Build-up and Integration 3) System Research and Analysis 4) Data Base/System Management 5) Application Development</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>Conducts preventive and corrective maintenance of ICT resources</li> <li>Installs ICT equipment and software.</li> <li>Assess and delivers help-desk services to clients.</li> <li>Conducts validation listing of ICT resources</li> <li>Collects ICT related data for the Information System Strategic Program (ISSP)</li> </ol>								
3	<b>One (1) Administrative Aide VI (Clerk III)</b>	NAMRIAB-ADA6-13-2004	SG 06	PHP 17,553.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Geospatial Information and Communications Technology Division (GICTD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute technical competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Database Build-up and Integration</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes.</li> <li>Drafts routine business correspondence for review of superior.</li> <li>Assists in meetings and prepares minutes of the meeting.</li> <li>Implements record management processes for the office.</li> <li>Operates basic word processing, spreadsheet, and other data encoding software.</li> <li>Assists in the collection of geospatial and statistical data.</li> </ol>								

**\*\*\* NOTHING FOLLOWS \*\*\***



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**LIST OF VACANT POSITIONS as of JUNE 2024  
HYDROGRAPHY BRANCH (HB) - ( 1 ) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Administrative Assistant I (Secretary I)</b>	NAMRIAB-ADAS1-8-2004	SG 07	PHP 18,620.00	CSC Minimum Requirement	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional First Level Eligibility	Nautical Charting Division (NCD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute the following technical competencies on: Clerical/Secretarial/Executive Assistance Skills</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes.</li> <li>2. Drafts routine business correspondence for review of superior.</li> <li>3. Assists in meetings and prepares minutes of the meeting.</li> <li>4. Reviews, verifies and maintains information into databases.</li> <li>5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives.</li> <li>6. Discusses other concerns with superior.</li> <li>7. Implements record management processes for the executive/office.</li> <li>8. Perform other related tasks as may be deemed necessary to carry out the above mentioned activities.</li> </ol>								
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**LIST OF VACANT POSITIONS as of JUNE 2024**  
**RESOURCE DATA ANALYSIS BRANCH (RDAB) - ( 3 ) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Remote Sensing Technologist II</b>	NAMRIAB-RST2-32-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Physiography and Coastal Resources Division (PCRD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute the following technical competencies on: 1) Land Classification (LC) Survey Mapping 2) Remote Sensing Skills 3) Geospatial Data Integration</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>Gathers remotely-sensed data based on criteria.</li> <li>Performs pre-processing of remotely sensed data in preparation for image interpretation and analysis.</li> <li>Conducts preliminary interpretation and analysis of remotely-sensed data and prepares corresponding preliminary thematic maps.</li> <li>Conducts field validation and consultation regarding the preliminary thematic map.</li> <li>Performs editing of preliminary thematic maps.</li> <li>Conducts basic research on new technology related to remote sensing applications.</li> <li>Performs data archiving based on project requirements.</li> </ol>								
2	<b>One (1) Remote Sensing Technologist II</b>	NAMRIAB-RST2-37-1998	SG 15	PHP 36,619.00	CSC Minimum Requirement	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	CS Professional Second Level Eligibility	Land Classification Division (LCD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute the following technical competencies on: 1) Land Classification Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>Conducts data gathering and compiles various thematic information relevant to LC.</li> <li>Prepares preliminary LC map based on established criteria.</li> <li>Conducts field survey and processes results.</li> <li>Plots the technical descriptions of areas related to LC.</li> <li>Prepares map of proposed LC projects.</li> <li>Conducts basic research on new technology related to LC surveying and mapping including legal issues on various LC cases.</li> </ol>								
3	<b>One (1) Engineer III</b>	NAMRIAB-ENG3-13-1998	SG 19	PHP 51,357.00	CSC Minimum Requirement	Bachelor's degree in Engineering relevant to the job	Two (2) years of relevant experience	Eight (8) hours of relevant training	RA 1080	Land Classification Division (LCD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute the following technical competencies on: 1) Land Classification Surveying and Mapping 2) Remote Sensing Skills 3) Environment and Natural Resource Data Analysis</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>Reviews and evaluates preliminary LC map based on established criteria.</li> <li>Leads the conduct of field surveys, establishment of project control points, and concrete monuments of LC boundary.</li> <li>Evaluates and reviews processed field survey data.</li> <li>Conducts quality checking of proposed LC maps and generates statistics.</li> <li>Prepares project report.</li> <li>Undertakes comprehensive research on new technology related to surveying and mapping including legal issues on various LC cases.</li> </ol>								
<b>*** NOTHING FOLLOWS ***</b>										



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**LIST OF VACANT POSITIONS as of JUNE 2024**  
**SUPPORT SERVICES BRANCH (SSB) - ( 1 ) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Requirement	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Engineering Assistant</b>	NAMRIAB-ENGAS-2-1998	SG 08	PHP 19,744.00	CSC Minimum Requirement	Completion of two (2) years studies in college	One (1) year of relevant experience	Four (4) hours of relevant training	CS Sub-Professional First Level Eligibility	Engineering Services Division (ESD)
	<b>Technical Competencies required</b>	<b>Has the ability to perform/execute technical competencies on: 1) Transport Repair and Maintenance 2) Clerical/ Secretarial/ Executive Assistance Skills</b>								
	<b>Job Description:</b>	<ol style="list-style-type: none"> <li>1. Assist in the inspection, operation, maintenance, and minor repair of motor vehicles; ensure adherence to housekeeping standards and maintenance protocols.</li> <li>2. Coordinate with various units, offices, and agencies to support programs and activities tailored for specific end-users and purposes.</li> <li>3. Draft routine business correspondence, ensuring clarity and professionalism in all communications.</li> <li>4. Assist in organizing meetings, preparing agendas, and documenting minutes to ensure accurate record-keeping.</li> <li>5. Review, verify, and maintain databases, ensuring data integrity and accessibility.</li> <li>6. Conduct research to resolve issues, analyze findings, prioritize tasks, and categorize alternatives effectively.</li> <li>7. Implement and maintain efficient record management processes to ensure proper documentation and retrieval of information.</li> <li>8. Perform other related tasks as necessary to support the above activities and the overall operations of the Transport Management Section.</li> </ol>								
<b>*** NOTHING FOLLOWS ***</b>										



# APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02



# APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

### Checklist shall be submitted to HRMS for their verification

- 1. Application Letter (indicating the position being applied for and its corresponding item number)
- 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- 3. Work Experience Sheet (CSC Form No. 212)\* (csc.gov.ph)
- 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5. Photocopies of the following:
  - 5.1 College/High school Diploma
  - 5.2 Transcript of Records (TOR)
  - 5.3 Valid Professional Regulation Commission (PRC) License\*
  - 5.4 CSC - Authenticated Career Service Eligibility\*
  - 5.5 Certificate/s of Previous Employment\*
  - 5.6 Service Record\*
  - 5.7 Certificates of Trainings Attended\*
  - 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies \*
  - 5.7.1 Applicant's Qualification form (for Outsider)

\* If applicable

\_\_\_\_\_  
HRMS (signature)

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- 1. Application Letter (indicating the position being applied for and its corresponding item number)
- 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- 3. Work Experience Sheet (CSC Form No. 212)\* (csc.gov.ph)
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- 5. Photocopies of the following:
  - 5.1 College/High school Diploma
  - 5.2 Transcript of Records (TOR)
  - 5.3 Valid Professional Regulation Commission (PRC) License\*
  - 5.4 CSC - Authenticated Career Service Eligibility\*
  - 5.5 Certificate/s of Previous Employment\*
  - 5.6 Service Record\*
  - 5.7 Certificates of Trainings Attended\*
  - 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies \*
  - 5.7.1 Applicant's Qualification form (for Outsider)

\* If applicable

\_\_\_\_\_  
HRMS (signature)