



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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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	One (1) Information Technology Officer III	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)
	Technical Competencies required	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								
	Job Description:	<ol style="list-style-type: none"> 1. Monitors the system analysis, system design, and application development activities including its implementation and maintenance. 2. Evaluates and approves the system analysis and design documentation. 3. Evaluates and approves the developed information system. 4. Introduces, recommends, or revises system design-related standards, policies, and plans. 								
2	One (1) Computer Maintenance Technologist I	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)
	Technical Competencies required	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								
	Job Description:	<ol style="list-style-type: none"> 1. Conducts preventive and corrective maintenance of ICT resources 2. Installs ICT equipment and software. 3. Assess and delivers help-desk services to clients. 4. Conducts validation listing of ICT resources 5. Collects ICT related data for the Information System Strategic Program (ISSP) 								
3	One (1) Administrative Aide VI (Clerk III)	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)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Clerical/Secretarial/Executive Assistance Skills 2) Database Build-up and Integration								
	Job Description:	<ol style="list-style-type: none"> 1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes. 2. Drafts routine business correspondence for review of superior. 3. Assists in meetings and prepares minutes of the meeting. 4. Implements record management processes for the office. 5. Operates basic word processing, spreadsheet, and other data encoding software. 6. Assists in the collection of geospatial and statistical data. 								
*** NOTHING FOLLOWS ***										