



# LIST OF VACANT POSITIONS as of (AUGUST) 2024

NAMRIA-RSP-Form03 Ver3 Rev00

**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 (TROR);

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:** AUG 19 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 for the special Project Support to Parcelization of Lands for Individual Titling (SPLIT) as of AUGUST 2024 (JOB ORDER)**  
**RESOURCE DATA ANALYSIS BRANCH - (20) Vacant Position/s**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
	<b>Ten (10) Geographic Information Systems (GIS) Specialist I</b>	Not/Applicable		Php 31,320.00	Bachelor's degree in Forestry, Human Ecology, Geodetic Engineering, or other related Information Technology and Computer Science fields that employs the use of Geographic Information System in land resources management	At least three (3) months experience in GIS application (use of ARCGIS and other related softwares)	At least ten (10) hours of training related on GIS/MIS application	None Required	Land Classification Division (LCD)
1	Additional Competency required	<b>1. Works on multiple thematic data in GIS application;</b> <b>2. Can handle digital conversion of analog maps;</b> <b>3. Knowledgeable in the processing of field reports (using ARCGIS, Autocad, and other related softwares);</b> <b>4. Must have good communication, documentation, and preparation skills;</b> <b>5. Must have experience in the development of a project that utilized Web Applications and Console Applications.</b>							
	Job Description:	1. Scanning and georeferencing of analog Land Classification (LC) Maps, Regulatory and other reference maps using GIS software; 2. Replotting/compilation of LC lines and corners in topographic maps; 3. Collection of related thematic data; 4. Review the positional accuracy, correctness and other properties of CCLOA shapefiles submitted by DAR and other reference maps gathered; 5. Execute GIS integration and overlay of thematic layer such as Topographic Map, LC Collective CLOA (CCLOA), CAD, Protected Areas, Satellite imageries and other reference spatial data; 6. Review and suitability analysis and make recommendation; 7. Record findings/observations and make recommendation; 8. Map layouting of processed CCLOA such as provincial control maps showing all the CCLOAs in AO size and cluster of CCLOA in A3 size; 9. Assist in the training/presentation of findings to concerned Offices; 10. Facilitate submission of CLOA shapefiles to DAR/Regional Offices and to other partner agencies; 11. Manage CLOA shapefiles once received by NAMRIA; 12. Integrate projected CLOA shapefiles into a common file database system; 13. Create and maintain database of CLOA shapefiles; and 14. Performs other related tasks as may deemed necessary to carry out the above mentioned activities.							