



LIST OF VACANT POSITIONS as of (AUGUST 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.2) Certificate/s of Previous Employment;

e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);

e.6) Service Record (for government employees); and

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: SEP 16 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.*



[Signature]
ATTY. JESSIE M. RACIMO
Chief, Administrative Division

[Signature]
Usec. PETER N. TIANGCO, PhD, CESO I
Administrator



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LIST OF VACANT POSITIONS as of AUGUST 2024

GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (9) 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 Systems Analyst II	NAMRIAB-INFOSA2-10-1998	SG 16	PHP 41,616.00	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	Geospatial Information Services Division (GISD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Client Service, 2) Geomatics Training Management, 3) Media Production, 4) Information, Education, and Communication (IEC) and Partnership Management, and 5) Archiving								
	Job Description:	<ol style="list-style-type: none"> Leads the provision of geospatial information products and services Provides technical assistance to participants and assists the resource person in all aspects of the geomatics training Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials, and audio-visual media materials Conducts coordination and preparation of pre-IEC campaign Maintains archival collection and preservation Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
2	One (1) Media Production Specialist II	NAMRIAB-MPXS2-1-1998	SG 15	PHP 38,413.00	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	Geospatial Information Services Division (GISD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Media Production, 2) Information, Education, and Communication (IEC) and Partnership Management, 3) Client Service, 4) Geomatics Training Management, and 5) Archiving								
	Job Description:	<ol style="list-style-type: none"> Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials, and audio-visual media materials Conducts coordination and preparation of pre-IEC campaign Leads the provision of geospatial information products and services Provides technical assistance to participants and assists the resource person in all aspects of the geomatics training Maintains archival collection and preservation Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								
3	Two (2) Computer Programmer II	NAMRIAB-COMPRO2-1-1998; NAMRIAB-COMPRO2-2-1998	SG 15	PHP 38,413.00	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	Geospatial Systems Development Division (GSDD)
	Technical Competencies required	Has the ability to perform/execute technical competencies on: 1) Application Development and Maintenance, 2) Database Build-up and Integration, 3) System Research and Analysis, and possesses basic technical competency on: 1) System Design								
	Job Description:	<ol style="list-style-type: none"> Performs application development and maintenance Verifies the build-up of spatial and/or operations - support database Conducts the system research and analysis activities Assists in the documentation of system design activities Performs other related tasks as may be deemed necessary to carry out the above-mentioned activities 								