



LIST OF VACANT POSITIONS as of JANUARY 2025

NAMRIA-RSP-Form03 Ver3 Rev01

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.2) Certificate/s of Previous Employment;
- e.3) Authenticated Certificate of Eligibility issued by the CSC or CESB (as needed);
- e.4) Valid Professional License issued by PRC/SC/MARINA/ authorized regulatory agencies (as needed);
- e.5) College Diploma and Transcript of Records (TOR);
- 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**.

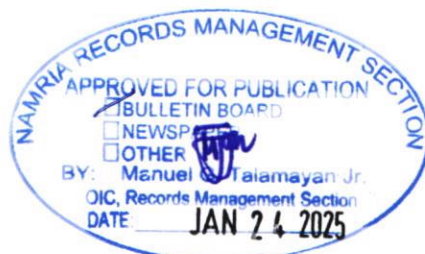
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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: FEB 03 2025

For queries, applicants may contact HRMS at 88105458

Equal opportunity: As the NAMRIA practices the Equal Employment Opportunity Principle (EEO), qualified and interested persons with disabilities (PWD), members of indigenous communities and of any sexual orientation and gender identity are highly encouraged to apply.



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 JANUARY 2025
GEOSPATIAL INFORMATION SYSTEMS MANAGEMENT BRANCH (GISMB) - (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	One (1) Director II	NAMRIAB-DIR2-5-1998	SG 26	PHP 126,252.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/ leadership management experience	One Hundred Twenty (120) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Office of the Director
	Technical Competencies required	Has the ability to perform/execute Leadership Competency/Management on the following: 1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization 6) Geospatial Information Management Programs, Activities, and Projects								
	Job Description:	<ol style="list-style-type: none"> 1. Oversees the design, development, implementation, and maintenance of geospatial and operations-support information systems and databases. 2. Provides strategic oversight and technical guidance in the management of the Spatial Data Infrastructure framework. 3. Leads the development of the agency's overall strategy for e-government. 4. Evaluates and approves the ICT-based projects, policies, and plans. 5. Manages strategic partnerships with government, private, and academic organizations. 6. Supervises the implementation of marketing strategies to promote the agency's products and services. 7. Oversees the preparation of media-related materials, including print and audio-video presentations. 8. Acts as the Executive Editor for the agency's regular publications. 9. Manages the operations of the NAMRIA Geomatics Training Center. 10. Oversees the planning and execution of Quality Management System (QMS) audits, ensuring compliance with standards and driving continuous improvement within the organization. 								
*** NOTHING FOLLOWS ***										



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LIST OF VACANT POSITIONS as of JANUARY 2025
MAPPING AND GEODESY BRANCH (MGB) - (2) 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) Director II	NAMRIAB-DIR2-3-1998	SG 26	PHP 126,252.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/ leadership management experience	One Hundred Twenty (120) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Office of the Director
	Technical Competencies required	Has the ability to perform/execute Leadership Competency/Management on the following:1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization 6) Mapping and Geodesy Programs, Activities, and Projects								
	Job Description:	<ol style="list-style-type: none"> 1. Provides overall direction and management of the programs, projects, and activities of the Mapping and Geodesy Branch. 2. Recommends appropriate policies, strategies, and programs to the Administrator in pursuance of the Agency's vision, mission, and goals. 3. Oversees the design, development, implementation, and maintenance of the Philippine Geodetic Reference System 4. Oversees the design, standards, and updating of the National Topographic Mapping Program 5. Manages the provision of training to staff and other extension services on topographic and image mapping, special mapping and reproduction, digital terrain and three-dimensional modeling, and other activities; 6. Manages the operation, maintenance, and upgrades of the Branch's Data Center, information hub, and other related installations 7. Oversees the planning and execution of Quality Management System (QMS), ensuring compliance with standards and driving continuous improvement within the organization. 8. Supervises the development and implementation of personnel programs, promote harmonious long-term relations between employees and management. 								
2	One (1) Director I	NAMRIAB-DIR1-4-1998	SG 25	PHP 111,727.00	CSC Minimum Requirement	Master's Degree or Certificate in Leadership and Management from the CSC	Five (5) years of supervisory/ leadership management experience	One Hundred Twenty (120) hours of supervisory/ management learning and development intervention	CS Professional Second Level Eligibility	Office of the Assistant Director
	Technical Competencies required	Has the ability to perform/execute Leadership Competency/Management on the following:1) Building Collaborative, Inclusive Working Relationships 2) Managing Performance and Coaching for Results 3) Leading Change 4) Thinking Strategically and Creatively 5) Creating and Nurturing a High Performing Organization 6) Mapping and Geodesy Programs, Activities, and Projects								
	Job Description:	<ol style="list-style-type: none"> 1. Assists the Director of the Mapping and Geodesy Branch in managing the programs, projects, and activities of the Mapping and Geodesy Branch. 2. Recommends to the Director appropriate policies, strategies, and programs to pursuance the Agency's vision, mission, and goals. 3. Assists the Director in the supervision of the development, implementation, and maintenance of the Philippine Geodetic Reference System 4. Assists the Director in evaluation of standards, and updating of the National Topographic Mapping Program 5. Supervises the conduct of research and development, recommends training for staff and other extension services on topographic and image mapping, special mapping and reproduction, digital terrain and three-dimensional modeling, and other activities; 6. Assists the Director in the management of the operation, maintenance, and upgrades of the Branch's Data Center, information hub, and other related installations 7. Assists the Director in the planning and execution of the Quality Management System (QMS), ensuring compliance with standards and driving continuous improvement within the organization. 8. Assists the Director in the development and implementation of personnel programs, promote harmonious long-term relations between employees and management. 								
*** NOTHING FOLLOWS ***										