



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 (TRD);

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: AUG 27 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 in the Land Classification Survey of the unclassified lands of the public domain under the Forestland Evaluation and Mapping as of AUGUST 2024 (JOB ORDER)

RESOURCE DATA ANALYSIS BRANCH - (6) Vacant Position/s

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	Three (3) Project Development Assistant I	Not/Applicable		Php 14,931.00	Bachelor of Science degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other related courses)	None Required	None Required	(Preferably) CS Sub-Prof	Land Classification Division (LCD)
	Additional Competency required	1. Computer literate preferably MS Office (Excel, Word, and Powerpoint).							
	Job Description:	<ol style="list-style-type: none"> Assists in LC document processing. Assists and prepares notice and minutes of the meeting. Assists in the data preparation related to client request. Implements record management processes for the executive/office. Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project. Assists in the preparation of reports and other related documents. Performs other related task as may be deemed necessary to carry out the abovementioned activities. 							
2	Three (3) Project Development Officer I	Not/Applicable		Php 19,940.00	Bachelor's degree relevant to the job (preferably Forestry, Computer Science, IT, Engineering, or other related courses)	None Required	None Required	(Preferably) CS Prof / RA 1080	Land Classification Division (LCD)
	Additional Competency required	1. Computer literate preferably MS Office (Excel, Word, and Powerpoint).							
	Job Description:	<ol style="list-style-type: none"> Conducts inventory and scanning of LC cases documents and LC project status card index; Assists in digital conversion and compilation of the collected spatial and non-spatial data of the project; Assists in the conduct of field validation survey; Assists in the preparation of reports and other related documents; Reviews, verifies, and maintains information into databases. Assists in the data preparation related to client request. Performs other related task as may be deemed necessary to carry out the above-mentioned activities. 							

*****NOTHING FOLLOWS *****