



# LIST OF VACANT POSITIONS as of MARCH 2025

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 (TOR);

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:** 04 APR 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

**Usec. PETER N. TIANGCO, PhD, CESO I**  
Administrator



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**LIST OF VACANT POSITIONS as of MARCH 2025  
(CONTRACT OF SERVICE)**

**SUPPORT SERVICES BRANCH - (1) Vacant Position**

No.	POSITION	Unique Item No.	Salary Grade	Basic Salary per Month	Education	Relevant Experience	Relevant Training	Eligibility	Place of Assignment
1	<b>One (1) Project Development Assistant III</b>	Not Applicable	Not Applicable	<b>Php 20,219.00</b>	Bachelor's degree relevant to the job	Two (2) years relevant work experience	Eight (8) hours relevant training	(Preferably) CS SubProf.	Human Resource Management Section, Administrative Division (HRMS,AD)
	Additional Competency required	<b>1. Preferably a BS or AB Psychology/Business Administration - Major in Human Resource Management graduate.</b> <b>2. Exhibits effective communication skills, both written and oral.</b> <b>3. Can efficiently leverage MS Office tools e.g. Word, Excel, and Powepoint</b>							
	Job Description:	a. Assists in the implementation of the HR Systems; b. Handles and monitors time and attendance and leave administration of employees; c. Assists in the Recruitment Selection and Placement; d. Assists in the Compensation Welfare and Benefits; and e. Carries out other duties as may be assigned by immediate and higher supervisors.							

**\*\*\*NOTHING FOLLOWS \*\*\***