



Republic of the Philippines
Department of Environment and Natural Resources
NATIONAL MAPPING AND RESOURCE INFORMATION AUTHORITY
www.namria.gov.ph

MEMORANDUM

TO : **LORMELYN E. CLAUDIO, CESO IV**
Regional Executive Director, DENR R4B

THRU : **FELIZARDO B. CAYATOC**
OIC CENRO, Palawan

FROM : **THE ADMINISTRATOR**
National Mapping and Resource Information Authority
(NAMRIA)

SUBJECT : **REQUEST FOR ASSISTANCE ON THE HIRING OF TIDE
OBSERVER IN PUERTO PRINCESA PRIMARY
TIDE STATION**

DATE : 27 APR 2022

In view of providing more accurate tidal information and predictions, the National Mapping and Resource Information Authority (NAMRIA), Human Resource Management Section (HRMS) together with the Physical Oceanography Division (POD) of the Hydrography Branch (HB) will conduct the hiring of Tide Observer position (Job Order) at Puerto Princesa Primary Tide Station.

In this regard, we would like to request your assistance through bulletin board posting and announcement of the attached Vacant Job Order position and reservation of appropriate venue for the interview of applicants.

For your consideration.

Usec. PETER N. TIANGCO, PhD, CESO I



LIST OF VACANT POSITIONS as of (APRIL 2022)

NAMRIA-RSP-Form03 Rev05

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-ADO2-17-2005_AD/SSB Maria Natividad)

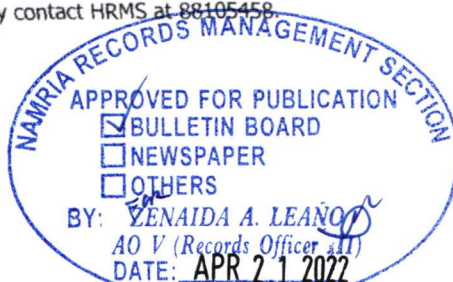
5. Only applications submitted on time and with **COMPLETE DOCUMENTARY REQUIREMENTS** shall be **considered**.

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:** MAY 02 2022

For queries, applicants may contact HRMS at 88105458.



ATTY. JESSIE M. RACIMO
OIC, Administrative Division

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



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

- ☐ 1. Application Letter (indicating the position being applied for and its corresponding item number)
- ☐ 2. PERSONAL DATA SHEET (PDS) (CS Form 212 Revised 2017); csc.gov.ph
- ☐ 3. Work Experience Sheet (CSC Form No. 212)* (csc.gov.ph)
- ☐ 4. Photocopies of two (2) recent Individual Performance Commitment and Review (IPCR) Form (for government employees)
- 5. Photocopies of the following:
 - ☐ 5.1 College/High school Diploma
 - ☐ 5.2 Transcript of Records (TOR)
 - ☐ 5.3 Valid Professional Regulation Commission (PRC) License*
 - ☐ 5.4 CSC - Authenticated Career Service Eligibility*
 - ☐ 5.5 Certificate/s of Previous Employment*
 - ☐ 5.6 Service Record*
 - ☐ 5.7 Certificates of Trainings Attended*
 - ☐ 5.8 Certificate of Award/ Recognition conferred by recognized and prestigious awarding bodies *
 - ☐ 5.7.1 Applicant's Qualification form (for Outsider)

* If applicable

HRMS (signature)



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HRMS (signature)