



MEMORANDUM

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

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

PEDRO A. VELASCO
OIC CENRO, Puerto Princesa, 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 : JUN 09 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

NAMRIA OFFICES:

1 Lawton Avenue, Fort Bonifacio, 1634 Taguig City, PH ☎ (632) 8810-4831 to 41
2 421 Barraca St., San Nicolas, 1010 Manila, PH ☎ (632) 8241-3494 to 98



ISO 9001:2015
CERTIFIED FOR MAPPING
AND GEOSPATIAL
INFORMATION MANAGEMENT

INVESTORS IN PEOPLE™
We invest in people Silver



LIST OF VACANT POSITIONS as of (JUNE 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.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**.

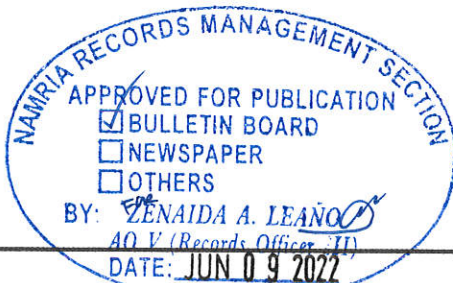
6. The Scanned documentary requirements submitted shall only be used for the position applied for. A maximum of three (3) positions can be applied by the applicants.

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:** JUN 20 2022

For queries, applicants may contact HRMS at 88105458


ATTY. JESSIE M. RACIMO
OIC, Administrative Division




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

LOVP-2022-005 JO (HB)



LIST OF VACANT POSITIONS as of JUNE 2022 (JOB ORDER)
HYDROGRAPHY BRANCH - (1) Vacant Position/s

[illegible]



APPLICATION CHECKLIST

NAMRIA-RSP-Form04 Rev02

Checklist shall be submitted to HRMS for their verification

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

* If applicable

HRMS (signature)



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