

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Request for Publication of Vacant Positions

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Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES in the CSC website

ARTURO E. FADRIGUELA
OIC, Regional Executive Director
Date: 14 August 15, 2022

No.	Position Title (Parentetical Title, If applicable)	Plantilla Item No	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Supervising Administrative Officer ((Administrative Officer IV)	OSEC-DENRB-SADOF-41-2014	22	69963	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		501 0000 Administrative Division	
2	Supervising Administrative Officer (Financial and Management Officer I)	OSEC-DENRB-SADOF-40-2014	22	69963	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		497 0000 Finance Division	
3	Statistician II	OSEC-DENRB-STAT2-30-2014	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		495 0000 Planning and Management Division	
4	Planning Officer II	OSEC-DENRB-PLD2-51-2014	15	35097	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		505 2602 PENRO Biliran-MSD	
5	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DENRB-ADOF4-318-2004	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		505 2602 PENRO Biliran-MSD	
6	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DENRB-ADOF4-314-2004	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		505 2502 PENRO Leyte-MSD	
7	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DENRB-ADOF4-316-2004	15	35097	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		505 2302 PENRO Samar-MSD	
8	Administrative Officer III (Records Officer II)	OSEC-DENRB-ADOF3-79-2004	14	32321	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		501 0000 Administrative Division	

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9	Administrative Officer I (Supply Officer I)	OSEC-DENRB-ADO1-503-2004	10	22190	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility		501 0000 Administrative Division
10	Administrative Officer I (Records Officer I)	OSEC-DENRB-ADO1-535-2004	10	22190	Bachelor's degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility		505 2204 CENIRO Dolores
11	Administrative Assistant III (Senior Bookkeeper)	OSEC-DENRB-ADAS3-106-2004	9	20402	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None required	Career Service (Subprofessional) First Level Eligibility		497 0000 Finance Division
12	Administrative Assistant II (Property Custodian)	OSEC-DENRB-ADAS2-414-2004	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None required	Career Service (Subprofessional) First Level Eligibility		501 0000 Administrative Division
13	Administrative Assistant II (Human Resource Management Assistant)	OSEC-DENRB-ADAS2-416-2004	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None required	Career Service (Subprofessional) First Level Eligibility		501 0000 Administrative Division
14	Administrative Assistant I (Computer Operator I)	OSEC-DENRB-ADAS1-132-2014	7	17899	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 Cat 1) First Level Eligibility		505 2101 Office of the PENRO Northern Samar
15	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-256-2004	6	16877	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 0000 Legal Division
16	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-530-2014	6	16877	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 1200 Surveys and Mapping Division
17	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-543-2014	6	16877	Completion of two years studies in college	None required	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 1100 Conservation and Dev't Division

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18	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-541-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 1400 Enforcement Division	
19	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-526-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2602 PENRO Biliran-MSD	
20	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-542-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2202 PENRO Eastern Samar-MSD	
21	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-548-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2402 PENRO Southern Leyte-MSD	
22	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-486-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2105 CENRO Cataman	
23	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-508-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2405 CENRO Maasin	
24	Administrative Aide VI (Clerk III)	OSEC-DENRB-ADA6-501-2014	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2103 PENRO Northern Samar-TSD	

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25	Land Management Inspector	OSEC-DENR3-LAMI-17-1998	6	16877	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		505 2204 CENRO Dolores

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 26, 2022.

1. Application Letter (indicating the position applied for, item number, and name of the office where the vacancy exist);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Work Experience Sheet (attachment to PDS) which can be downloaded at www.csc.gov.ph;
4. Copy of Performance rating in the last rating period -January to June 2022 (if applicable);
5. Copy of authenticated certificate of eligibility/bar or board rating and valid license ID;
6. Copy of authenticated School Credentials (Transcript of Records, Diploma and/or certificate of graduation/ units earned);
7. Copy of certificate of trainings/seminars attended (if applicable)
8. This Office highly encourages all interested & qualified applicants including Persons with Disability (PWD), members of IP communities and those from any Sexual Orientation & Gender Identities (SOGI) to apply for the above vacant positions.
9. Job Application must be emailed to den8hrmpsb1@gmail.com
10. HRMPSB Secretariat will acknowledge receipt of the email which contains the specific link for google form.
11. Submission of hard copies of Application and other pertinent documents are not allowed.

QUALIFIED APPLICANTS are advised to send their application letter through email to:

ARTURO E. FADRIQUELA

OIC, Regional Executive Director

DENR Regional Office 8, Sto Niño Ex, Taaloban City

den8hrmpsb1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.