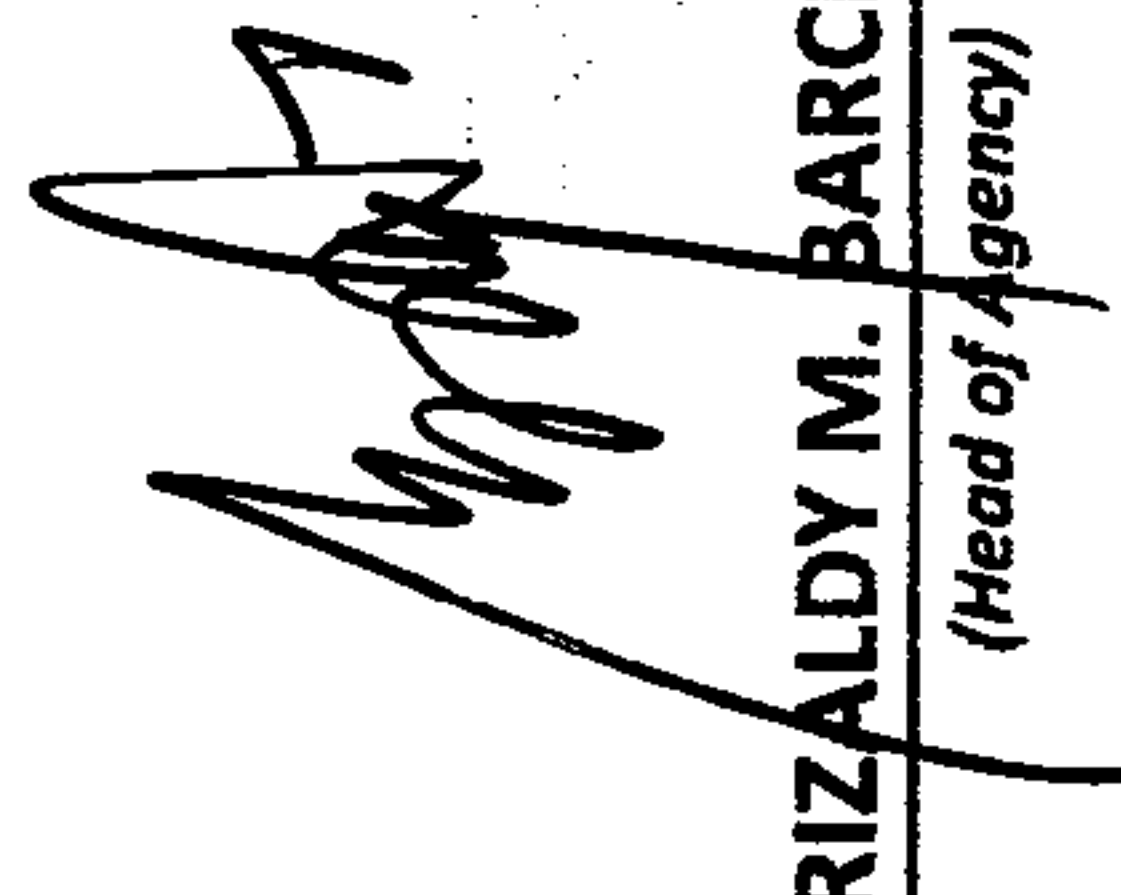


Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Request for Publication of Vacant Positions



**ATTY. CRIZALDY M. BARCELO, CESO III**  
(Head of Agency)

Date: **AUG 29 2018**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Department of Environment and Natural Resources in the CSC website:

| No. | Position Title         | Plantilla Item No.<br>OSEC-DENRB   | Salary/ Job/<br>Pay Grade | Annual<br>Salary | Qualification Standards  |                               |                              |  | Competency<br>(if applicable)  | Place of Assignment  |
|-----|------------------------|--|---------------------------|------------------|--|-------------------------------|------------------------------|--|--|--|
|     |                        |  |                           |                  | Education  | Experience                    | Training                     | Eligibility  |  |  |
| 1   | Administrative Aide VI | 1. OSEC-DENRB-ADAG-540-2014<br>2. OSEC-DENRB-ADAG-497-2014<br>3. OSEC-DENRB-ADAG-523-2014<br>4. OSEC-DENRB-ADAG-525-2014 | 14,340.00/06              | 172,080.00       | Completion of two year studies in college or High School Graduate with relevant/trade course | 1 year of relevant experience | 4 hours of relevant training | Career Service (Subprofessional) First Level Eligibility | <p><b>(CO1) Exemplifying Integrity</b><br/>Acknowledges and respects authority, and demonstrates readiness in accepting and complying with rules</p> <p><b>(CO2) Delivering Service Excellence</b><br/>Complies with DENR's established standards of delivery or service level agreements and delivers explicit requirements of customers</p> <p><b>(CO3) Solving Problems and Making Decision</b><br/>Provides timely solutions problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process</p> <p><b>(CO4) Demonstrating Personal Effectiveness</b><br/>Responds effectively to guidelines and feedback on one's performance, well-being and learning discipline</p> <p><b>(CO5) Championing and Applying Innovation</b><br/>Demonstrates an awareness of basic principles of innovation</p> <p><b>(CO6) Writing Effectively</b><br/>Refers to and/or uses existing communication materials or templates to produce own written work</p> <p><b>(CO7) Speaking Effectively</b><br/>Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials. Focus of communication is to relay information and/or data.</p> | <p>1. 505.1400 Enforcement Division</p> <p>2. 505.2303 PENRO Samar, TSD</p> <p>3. 505.2504 PENRO Baybay</p> <p>4. 505.2402 PENRO Biliran MSD</p> |

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|-----|----------------|----------------------------------|---------------------------|------------------|-------------------------|------------|----------|-------------|---|---------------------|
|     |                |                                  |                           |                  | Education               | Experience | Training | Eligibility | Competency<br>(if applicable)   |                     |
|     |                |                                  |                           |                  |                         |            |          |             | <b>(CO8) Preserving and Conserving the Environment</b><br>Has knowledge of concepts and application of preservation and conservation of the environment<br><b>(FC1) Computer Skills</b><br>Guides and coaches others on the operation of computers<br><b>(FC2) Database Management</b><br>Performs the standard procedure and basic concepts of creating spatial databases  |                     |
|     |                |                                  |                           |                  |                         |            |          |             | <b>(AS1) - Procurement Management</b><br>Has basic skills / knowledge/ understanding on RA 9184 (Procurement Act) and e-procurement (PhilGEPS); and requires assistance to apply technical skills; and displays limited knowledge of technologies<br><b>(AS2) - Property Management (Property Inventory and Disposal Management)</b><br>Has basic skills / knowledge/ understanding on property inventory and disposal management activities; and requires assistance to apply technical skills; and displays limited knowledge of technologies<br><b>(AS3) - Records Management</b><br>Assists in records management activities<br><b>(AS4) - Computerized Records Management</b><br>Assists in computerized records management activities<br><b>(AS5) - Courier, Postal and Messengerial Services</b><br>Performs routine courier, postal and messengerial services<br><b>(AS6) - Courier, Postal and Messengerial Services</b><br>Implements complete staff work |                     |

This Office highly encourages all interested & qualified applicants including (PWD) members of IP communities and those from any Sexual Orientation & Gender Identities (SOGI) to apply for the above vacant position. 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 September 08, 2018

1. 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. CRIZALDY M. BARCELO, CESO III**  
*Regional Director*  
 DENR Regional Office 8, Sto. Niño Ext., Tacloban City  
 email address: [denrpersonnelr8@gmail.com](mailto:denrpersonnelr8@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**