

To: CIVIL SERVICE COMMISSION (CSC)

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

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
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Electronic copy to be submitted to the CSC EO

**RELEASED**

Signature:   
Name: **NOVY ANNE Q. BACASARTONGA**  
MARTE: **06 2024**  
S: **10 PM**

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:

Date: March 05, 2024  
Human Resource Management Officer III  
**MARIENLO BELICIA**

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Development Management Officer V	OSEC-DENRB-DMO5-104-2014	24	90078	Master's Degree OR Certificate in Leadership & Mgt. from CSC	40 hours of Supervisory/ Management training/ learning and development intervention	4 years of supervisory/ Management experience	Career Service (Professional) Second Level Eligibility	<p><b>COMPETENCIES REQUIRED FOR LEADERSHIP</b></p> <p><b>Building Collaborative and Inclusive Working Relationships</b> Builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results</b> Creating tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p> <p><b>Leading Change</b> Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p><b>Thinking Strategically and Creatively</b> Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p> <p><b>Creating and Nurturing a High Performing Organization</b> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	505 2603 PENRO Biliran-TSD

No. (Parentetical Title, If applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
2	Development Management Officer V	OSEC-DENRB-DMOS-105-2014	24	90078	Master's Degree OR Certificate in Leadership & Mgt. from CSC	40 hours of Supervisory/ Management training/ learning and development intervention	4 years of supervisory/ Management experience	Career Service (Professional) Second Level Eligibility	<p><b>COMPETENCIES REQUIRED FOR LEADERSHIP</b></p> <p><b>Building Collaborative and Inclusive Working Relationships</b> Builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results</b> Creating tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p> <p><b>Leading Change</b> Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p><b>Thinking Strategically and Creatively</b> Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p> <p><b>Creating and Nurturing a High Performing Organization</b> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	505.2103 PENRO Northern Samar-TSD
3	Chief Administrative Officer	OSEC-DENRB-CADOFF-72-2014	24	90078	Master's Degree OR Certificate in Leadership & Mgt. from CSC	40 hours of Supervisory/ Management training/ learning and development intervention	4 years of supervisory/ Management experience	Career Service (Professional) Second Level Eligibility	<p><b>COMPETENCIES REQUIRED FOR LEADERSHIP</b></p> <p><b>Building Collaborative and Inclusive Working Relationships</b> Builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results</b> Creating tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p> <p><b>Leading Change</b> Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p><b>Thinking Strategically and Creatively</b> Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p> <p><b>Creating and Nurturing a High Performing Organization</b> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	505.2202 - Management Services Division - Eastern Samar

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
4	Chief Administrative Officer	OSEC-DENRB-CADOF-75-2014	24	90078	Master's Degree OR Certificate in Leadership & Mgt from CSC	40 hours of Supervisory/ Management training/ learning and development intervention	4 years of supervisory/ Management experience	Career Service (Professional) Second Level Eligibility	<p><b>COMPETENCIES REQUIRED FOR LEADERSHIP</b></p> <p><b>Building Collaborative and Inclusive Working Relationships</b> Builds partnerships and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results</b> Creating tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p> <p><b>Leading Change</b> Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p> <p><b>Thinking Strategically and Creatively</b> Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</p> <p><b>Creating and Nurturing a High Performing Organization</b> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	505-2502 - Management Services Division- Leyte

Interested and qualified applicants should signify their interest in writing. Attach the **APPLICATION LETTER** and indicate **DENR8 JOB APPLICATION** as the SUBJECT and send to the email address below not later than March 13, 2024.

- Signed Application Letter (indicating the position title, item number, and office where the vacancy exist and its date of publication);
  - Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-size picture and three (3) Character References (either a former supervisor/professor/supervisor who has overseen the applicant's work and interpersonal abilities)
  - Work Experience Sheet (CS Form No. 212, Revised 2017) can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) or [www.denr.gov.ph](http://www.denr.gov.ph), and special orders
  - Certified Copy of latest OPCR/DPCR/PCR - July to December 2023, or whichever is applicable (for Government Employees only);
    - For RA 1080 eligibility- Professional license, Certificate of Registration, Rating and License (with supporting documents if name appearing on Eligibility Certificate is different from the name in the PDS);
    - For other eligibilities- Certificate of Eligibility and Report of Rating
  - Copy of authenticated/certified true copy of Transcript of Records, Diploma and/or certificate of graduation/ units earned) from School Registrar;
  - Copies of Certificates of Training programs completed (supervisory/managerial training only) and
  - Certificate of Employment from all previous employers/Certified copy of Service Record (for government employees)
- ONLY QUALIFIED APPLICANTS WITH COMPLETE REQUIREMENTS AND SUPPORTING DOCUMENTS WILL BE CONSIDERED FOR THE ASSESSMENT.**
- This Office highly encourages all interested & qualified applicants including Persons with Disability (PWD), members of indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE). Applicants will receive instructions, via email reply, on next steps regarding their application.
- Job Application must be emailed to [denr8rsp2024@gmail.com](mailto:denr8rsp2024@gmail.com)**
- HRMPSB Secretariat will acknowledge receipt of the email which contains the specific link for google form.**
- 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:

**LORMELYN E. CLAUDIO, CESO IV**  
 Regional Executive Director  
 DENR Regional Office 8, Sto Niño Ext., Tacloban City  
[denr8rsp2024@gmail.com](mailto:denr8rsp2024@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.