

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

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:

ATTY. CRIZALDY M. BARCELO, CESO III

(Head of Agency)

Date:

FEB 20 2019

No.	Position Title	Plantilla Item No. DENRB	OSEC-	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
						Education	Experience	Training	Eligibility		
1	Chief Administrative Officer	1. OSEC-DENRB-CADOF-71-2014 2. OSEC-DENRB-CADOF-73-2014 3. OSEC-DENRB-CADOF-74-2014		73,295.00/24	879,588.00	Master's Degree OR Certificate in Leadership & Mgt. from CSC	4 years of supervisory/ Management experience	40 hours of Supervisory/ Management learning & development intervention undertaken within the last 5 years	Career Service (Professional) Second Level Eligibility	(CO1) Exemplifying Integrity Actively advocates the policies, rules and other standards set by the agency (CO2) Delivering Service Excellence Builds and shapes DENR service culture and strategy and provides leadership in service delivery through highest degree of responsibility, intelligence and skills (CO3) Solving Problems and Making Decision Provides timely solutions to problems even without available data and comes up with appropriate and sound alternatives to resolve a decision dilemma (CO4) Demonstrating Personal Effectiveness Defines personal goals and challenges and proactively defines an approach and sets goals and plans to overcome such challenges or achieve the goals (CO5) Championing and Applying Innovation Promotes a culture and discipline of challenging the status quo and seeking for and applying improvements (CO6) Writing Effectively Designs and/or sets standards for a written material used within the bureaucracy while demonstrating independence producing written work (CO7) Speaking Effectively Facilitates and influences target audience such as the Heads of the Agency and External Partners/Clients Focus of communication is to relay information, to build motivation and call for action.	1. S05.2102 PENRO Northern Samar, Management Services Division 2. S05.2302 PENRO Samar, Management Services Division 3. S05.2402 PENRO Southern Leyte, Management Services Division

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										<p>(CO8) Preserving and Conserving the Environment Sponsors development of proactive programs promoting the preservation and conservation of the environment</p> <p>(FC1) Computer Skills Applies computer skills in work using MS Office applications</p> <p>(FC2) Database Management Performs the standard procedure and basic concepts of creating spatial databases</p> <p>(HR1) Recruitment, Selection and Placement Plans programs and recommends policies on recruitment, selection and placement</p> <p>(HR2) Compensation, Benefits and Welfare Administration Plans and programs and formulates or enhance policies on Compensation, Benefits and Welfare administration</p> <p>(HR3) Processing of Personnel Actions Plans and programs and formulates or enhance policies in the processing of personnel actions</p> <p>(HR4) Grievance Handling Prepares plans and programs and formulates or enhances policies on Grievance Handling</p> <p>(HR5) Employee Counseling and Coaching Prepares plans and programs and formulates or enhances policies on employee counseling and coaching</p> <p>(HR6) Learning Needs Assessment (LNA) Plans, organizes and reviews conduct of LNA activities</p>	
										<p>(HR7) Preparation of Learning Design Plans, organizes and reviews learning design</p> <p>(HR8) Learning Program Management Plans, organizes and reviews learning management activities</p> <p>(HR9) Learning Event Facilitation Plans, organizes and reviews learning event facilitation activities</p> <p>(HR10) Networking and Linkaging with HR Partners Builds and then leverages on international partnerships and networks to deliver or enhance work outcomes</p> <p>(HR11) Monitoring and Evaluation (M&E) of L&D Programs Plans, organizes and reviews learning and development M&E activities</p> <p>(HR12) Organization Development (OD) Plans, organizes and reviews OD activities</p> <p>(HR13) Scholarship Administration Plans, organizes and reviews scholarship administration activities</p> <p>(HR14) HR Planning Prepares plans and programs and formulates or enhances policies on HR planning</p> <p>(HR15) Career Development Prepares plans and programs and formulates or enhances policies on career development</p> <p>(AS3) - Records Management Prepares plans and programs and formulates or enhances policies on records management</p>	

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										(AS4) - Computerized Records Management Prepares plans and programs and formulates or enhances policies on computerized records management (AS7) Building Maintenance System Administration Implements building maintenance activities (AS8) Repair and Fabrication Performs more complex repairs and fabrication of damaged portion of buildings, furniture and fixtures. (AS9) Gardening and Landscaping Implements the proper maintenance of garden, displays, nurseries and greenhouse. (AS10) Radio Telecommunications Services Installs, operates and maintains radio and telecommunication equipment. (AS11) Motor Pool Services Management Schedules trips and provides the safest, fastest and most economical route. (AS12) Vehicle Repair and Maintenance Performs more complex repair and maintenance activity on motor vehicles. (AS13) Cash Management Performs cash management activities (AS14) Hostel Administration Performs the functions needed for the accommodation of guests. (AS15) EMS, Wellness, Security, Safety, Emergency Preparedness and Disaster Management Consolidates data and information gathered and identifies significant environmental aspects, security and emergency situations.	
										(AS16) Customer Assistance and Request Handling Monitors the work progress of the requests, complaints, observations and suggestions. COMPETENCIES REQUIRED FOR LEADERSHIP Building Collaborative and Inclusive Working Relationships Builds partnerships and networks to deliver or enhance work outcomes. Managing Performance and Coaching for Results 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. Leading Change 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. Thinking Strategically and Creatively 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. Creating and Nurturing a High Performing Organization Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	

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2	Community Environment and Natural Resources Officer	1. OSEC-DENRB-CENRO-168-1998 2. OSEC-DENRB-CENRO-168-1998		73,299.00/24	879,588.00	Master's Degree OR Certificate in Leadership & Mgt. from CSC	4 years of supervisory/ Management experience	40 hours of Supervisory/ Management learning & development intervention undertaken within the last 5 years	Career Service (Professional) Second Level Eligibility	<p>(CO1) Exemplifying Integrity Actively advocates the policies, rules and other standards set by the agency</p> <p>(CO2) Delivering Service Excellence Builds and shapes DENR service culture and strategy and provides leadership in service delivery through highest degree of responsibility, intelligence and skills</p> <p>(CO3) Solving Problems and Making Decision Provides timely solutions to problems even without available data and comes up with appropriate and sound alternatives to resolve a decision dilemma</p> <p>(CO4) Demonstrating Personal Effectiveness Defines personal goals and challenges and proactively defines an approach and sets goals and plans to overcome such challenges or achieve the goals</p> <p>(CO5) Championing and Applying Innovation Promotes a culture and discipline of challenging the status quo and seeking for and applying improvements</p> <p>(CO6) Writing Effectively Designs and/or sets standards for a written material used within the bureaucracy while demonstrating independence producing written work</p> <p>(CO7) Speaking Effectively Facilitates and influences target audience such as the Heads of the Agency and External Partners/Clients Focus of communication is to relay information, to build motivation and call for action.</p> <p>(CO8) Preserving and Conserving the Environment Sponsors development of proactive programs promoting the preservation and conservation of the environment</p>	1. 505.2304 CENRO Basey (Sta. Rita), Samar 2. 505.2404 CENRO San Juan, Southern Leyte
										<p>TC1 - Project Management Formulates plans, programs and policies on improvement of project management activities</p> <p>FC1 - Computer Skills Applies computer skills in work using MS Office applications</p> <p>FC2 - Database Management Performs the standard procedure and basic concepts of creating spatial databases</p> <p>RO1 - Concept and Application of Integrated Ecosystems Management (IEM) Formulates and recommends policies, guidelines, procedures and criteria on integrated ecosystem management</p> <p>RO2 - Identification of Interventions and Integrating strategies across sectors (forestry, coastal, agriculture, urban, air space) thru consensus Formulates and recommends strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across</p> <p>RO3 - Characterization of Ecosystem and Use of Planning Tools and Procedures Formulates and recommends strategies, policies, guidelines, procedures and criteria for characterization of ecosystem and use of planning tools and procedures</p>	

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										RO4 - Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems Formulates and recommends strategies, policies, guidelines, procedures and criteria for the identification of appropriate resource management and restoration strategies of various ecosystems RO5 - Zoning for Strategic Management Formulates and recommends strategies, policies, guidelines, procedures and criteria for the allocation and delineation of land and marine resources based on their peculiar characteristics RO6 - Preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) Formulates and recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans RO7 - Environment and Natural Resource Accounting (ENRA) Formulates and recommends strategies, policies, guidelines, procedures and criteria for Environment and Natural Resource Accounting activities RO8 - Strategies and Schemes For Financing Environmental Projects Formulates and recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects	
										RO9 - Results-Based Monitoring and Evaluation System (RBME) for Different ENRM Sites Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME activities for different ENRM sites RO10 - Environmental Governance Formulates and recommends strategies, policies, guidelines, procedures and criteria for environmental governance activities RO11 - Climate Change and Environmental Management Formulates and recommends strategies, policies, guidelines, procedures and criteria for the application of mitigative and adaptive solutions to climate change RO12 - IEC, Social Marketing and Extension Support Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM RO13 - ENR Monitoring & Evaluation/Environmental Audit Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of ENR monitoring and evaluation/ environmental audit activities RO 14 Impact Assessment Across Ecosystems Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications	

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										RO15 - Social Negotiation Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities RO16 - Surveying and Mapping Plans and monitors the Division's projects and assists in the formulation of policies on ENR-related surveying and mapping activities. RO17 - Geographic Information System (GIS) Prepares plans and programs and formulates policy recommendations for GIS resource mapping RO18 - Land Management Information System Administration (LMIS) Prepares plans and programs and formulates policy recommendations for LAMS resource mapping RO19 - Land Management Formulates plans, programs and policies on land management activities RO20 - Land Records Management Formulates plans, programs and policies on land records management RO21 - Land Management and Resource Regulation Formulates plans, programs and policies on land management and resource regulation activities RO22 - Tenure and Rights Assessment Formulates and recommends strategies, policies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	
										RO23 - Tenurial Instruments and Permits for Improved Resource Management Formulates and recommends strategies, policies, guidelines, procedures and criteria for the issuance of tenurial instruments and permits for improved resource management RO24 - ENR Law Enforcement Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of ENR law enforcement activities F1 - Forest Land Use Planning Formulates and recommends forest land use plans, programs and policies F2 - Forest Resource Inventory and Assessment Plans and recommends programs and policies in the conduct of inventory, accounting/valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data F3 - Natural Forest Productivity Improvement Formulates and recommends plans, programs and policies for national forest productivity improvement F6 - Establishment and Maintenance of Forest Nurseries Formulates and recommends plans, programs and policies on the establishment and maintenance of forest nurseries F7 - Rehabilitation and Management of Watersheds Formulates and recommends plans, programs and policies to rehabilitate watersheds and sustain its management F8 - Sustainable Management of Grazing Lands Formulates and recommends plans, programs and policies for the sustainable management of grazing lands	

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										F9 - Forest Plantation Establishment, Maintenance and Protection Formulates and recommends plans, programs and policies on forest plantation establishment, maintenance and protection B1 - Caves and Wetlands Resources Management Formulates and recommends management plans, programs and policies for caves and inland wetlands B2 - Protected Area Management Supervises implementation policies, plans and programs on the management of protected areas B3 - Management of Socio Cultural and Economics Aspects Formulates and recommends policies, plans and programs on sustainable production and consumption of resources B4 - Coastal and Marine Biodiversity Management Supervises the finalization of policies, plans and programs and recommends for approval coastal resources management plans, programs and policies. B5 - Coastal Hazard Management Formulates and recommends coastal hazard management plans, programs and policies B6 - Conservation Management of Ecosystems, Habitats and Species Formulates and recommends conservation management of ecosystems, habitats and species plans, programs and policies B7 - Ecotourism Development and Management Formulates and recommends ecotourism development plans, programs and policies. B8 - Natural Resources Assessment – Biological & Physical Formulates and recommends plans, programs and policies for the management of biodiversity resources	

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										B9 - Protected Area/Critical Habitat Policy, Planning and Management Formulates, recommends and monitors PA and critical habitat management plans, policies and programs for their sustainable use and protection in partnership with the local stakeholders COMPETENCIES REQUIRED FOR LEADERSHIP Building Collaborative and Inclusive Working Relationships Builds partnerships and networks to deliver or enhance work outcomes. Managing Performance and Coaching for Results 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. Leading Change 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. Thinking Strategically and Creatively 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. Creating and Nurturing a High Performing Organization Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	

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 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 **MAR 11 2019**

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;
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.

Should you need an assistance please inform us in advance to facilitate your request.

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

ATTY. CRIZALDY M. BARCELO, CESO III

Regional Executive Director

DENR Regional Office 8, Sta. Niño Ext., Tacloban City

email address: denrpersonnelr8@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.