

Republic of the Philippines  
Department of Environment and Natural Resources  
Request for Publication of Vacant Positions

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 Region 8 in the CSC website:

TIRSO P. PARIAN, JR., CESO IV  
(Head of Agency)

Date:

AUG 17 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency	
1	Development Management Officer III	OSEC-DENRB-DMO3-174-2014	18	42,159.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	<b>PCO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Leads the application of IEM and other related approaches to NRM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others <b>PCO2-Identification of Interventions and Integrating Strategies across sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management</b> Leads the identification of interventions and integration strategies across sectors <b>PCO3- Characterization of Ecosystems and use of planning tools and procedures</b> Leads the characterization of ecosystem and use of planning tools and procedures <b>PCO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Leads the implementation of appropriate resource management and restoration strategies of various ecosystems <b>PCO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Leads the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans <b>PCO6-Environment and Natural Resource (ENR) Accounting</b> Implements ENR accounting activities <b>PCO7-Strategies and Schemes for Financing Environmental Projects</b> Leads the planning, initiating and operationalizing strategies and schemes for financing environmental projects <b>PCO8-Results-based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites</b> Leads the implementation of RBME activities and environmental audit for	505.2503 PENRO Leyte-TSD

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									<b>PCO9- Environmental Governance</b> Leads environmental governance activities that include transparency, accountability, participation, collaboration and functionality <b>PCO10-Climate and Environmental Management</b> Leads the application of mitigating measures and adaptive solutions to climate change <b>PCO11-Information, Education and Communication, Social Marketing and Extension Support</b> Leads in social marketing and extension support activities to improve ENRM <b>PCO12- Social Negotiation</b> Leads conduct of social negotiation activities <b>PCO13- ENR Law Enforcement</b> Leads the implementation of ENR law enforcement activities <b>PCO14- Land Disposition and Management</b> Leads in the disposition of A&D lands and management of other government lands. <b>PCO15- Forest, Water and Wildlife Resources Regulation</b> Evaluates and reviews the forest, water and wildlife resource utilization and regulation activities <b>PCO16- Tenure and Rights Assessment</b> Leads the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities <b>PCO17- Tenurial Instruments and permits for improved Resource Management</b> Reviews and recommends the approval of the issuance of tenurial instruments and permits for improved resource management.	
2	Engineer I (Geodetic Engineer)	OSEC-DENRB-ENG1-38-2014	12	24,495.00	Bachelor's degree in Geodetic Engineering	None required	None required	RA 1080 (Geodetic Engineer)	<b>PCO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Applies IEM and other related approaches to NRM <b>PCO2-Identification of Interventions and Integrating Strategies across sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management</b> Identifies interventions and integrating strategies across sectors <b>PCO3- Characterization of Ecosystems and use of planning tools and procedures</b> Undertakes characterization of ecosystems and use of planning tools and procedures <b>PCO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Identifies and implements appropriate resource management and restoration strategies of various ecosystems <b>PCO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Facilitates/ provides technical assistance in the formulation and implementation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans <b>PCO6-Environment and Natural Resource (ENR) Accounting</b> Undertakes ENR accounting activities <b>PCO7-Strategies and Schemes for Financing Environmental Projects</b> Plans, Initiates and operationalizes strategies and schemes for financing environmental projects <b>PCO8-Results-based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites</b> Implements RBME activities and environmental audit for different ENRM sites.	505.2304 CENRO Basey (Sta. Rita)

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									<b>PCO9- Environmental Governance</b> Undertakes environmental governance activities that include transparency, accountability, participation, collaboration and functionality <b>PCO10-Climate and Environmental Management</b> Applies mitigating measures and adaptive solutions to climate change <b>PCO11-Information, Education and Communication, Social Marketing and Extension Support</b> Undertakes social marketing and extension support activities to improve ENRM <b>PCO12- Social Negotiation</b> Conducts social negotiation activities <b>PCO13- ENR Law Enforcement</b> Implements ENR law enforcement activities <b>PCO14- Land Disposition and Management</b> Processes and evaluates public land applications <b>PCO15- Forest, Water and Wildlife Resources Regulation</b> Processes and evaluates forest, water and wildlife resource utilization and regulation activities <b>PCO16- Tenure and Rights Assessment</b> Evaluates effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities <b>PCO17- Tenurial Instruments and permits for improved Resource Management</b> Prepares tenurial instruments and permits for improved resource management.	
3	Ecosystems Management Specialist I	OSEC-DENRB-ECOMS1-55-1998	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<b>RO15- Geographic Information System (GIS)</b> Implements GIS application and development for resource mapping <b>RO16- Surveying</b> Conducts land surveying activities <b>RO17- Survey Verification</b> Conducts survey verification activities <b>RO18- Mapping</b> Conducts land mapping activities <b>RO19- Land Management Information System Administration</b> Implements LAMS application and development for resource mapping <b>RO20- Land Records Management</b> Maintains an updated and orderly filing system of land records	505.1200 Surveys and Mapping Division



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4	Development Management Officer I	OSEC-DENRB-DMO1-76-2014	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<b>RO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Applies IEM and other related approaches to NRM <b>RO2-Identification of Interventions and Integrating Strategies across sectors (Forestry, Coastal, Agriculture, Urban, Air Space) and Zoning for Strategic Management</b> Identifies interventions and integrating strategies across sectors <b>RO3- Characterization of Ecosystems and use of planning tools and procedures</b> Undertakes characterization of ecosystems and use of planning tools and procedures <b>RO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Undertakes identification of appropriate resource management and restoration strategies of various ecosystems <b>RO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Facilitates/ provides technical assistance in the formulation and implementation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans <b>RO6-Environment and Natural Resource Accounting (ENRA)</b> Undertakes Environment and Natural Resource Accounting activities <b>RO7-Strategies and Schemes for Financing Environmental Projects</b> Plans, initiates and operationalizes strategies and schemes for financing environmental projects <b>RO8-Results-based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites</b> Implements RBME activities and environmental audit for different ENRM sites.  <b>RO9- Environmental Governance</b> Undertakes environmental governance activities that include transparency, accountability, participation, collaboration and functionality <b>RO10-Climate and Environmental Management</b> Applies mitigating measures and adaptive solutions to climate change <b>RO11-Information, Education and Communication, Social Marketing and Extension Support</b> Undertakes social marketing and extension support activities to improve ENRM <b>RO12- Impact Assessment across Ecosystems</b> Conducts impact assessment across ecosystems and evaluates land and resource uses and EIA/IEE applications <b>RO13- Social Negotiation</b> Conducts social negotiation activities	505.1100 Conservation and Development Division
5	Administrative Officer II (Budget Officer I)	OSEC-DENRB-ADOF2-200-2004	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<b>RFM1- General Accounting</b> Records, classifies and summarizes DENR's financial transactions <b>PFM2-Budget Preparation</b> Prepares/consolidates the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations <b>RFM3- Budget Administration and Control</b> Performs budget administration and control activities <b>RFM4- Organization and Management Systems Improvement</b> Conducts organization and management systems improvement activities <b>RFM5- Cash Management</b> Performs cash management activities	497.0000 Finance Division



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6	Administrative Officer II	OSEC-DENRB-ADOF2-202-2004	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<b>RHR6- Learning Needs Assessment (LNA)</b> Implements LNA activities <b>RHR7-Preparation of Learning Design</b> Prepares the learning design <b>RHR8- Learning Event Management</b> Implements learning program management activities <b>RHR9- Learning Event Facilitation</b> Facilitates meetings, trainings seminars and small workshops <b>RHR10- Network and Linkaging with HR Partners</b> Maintains partnership and networks to deliver and enhance work outcomes <b>RHR11- Monitoring and Evaluation (M&amp;E) of Learning and Development L&amp;D Programs</b> Implements learning and development M&E activities <b>RHR12- Scholarship Administration</b> Implements scholarship administration activities <b>RHR13- HR Planning</b> Conducts HR planning activities <b>RHR14- Career Development</b> Conducts career development activities	501.0000 Administrative Division
7	Forester I	OSEC-DENRB-FORST1-678-1998	11	22,316.00	Bachelor's degree in Forestry	None required	None required	RA 1080 (Forester)	<b>PCO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Applies IEM and other related approaches to NRM <b>PCO2-Identification of Interventions and Integrating Strategies across sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management</b> Identifies interventions and integrating strategies across sectors <b>PCO3- Characterization of Ecosystems and use of planning tools and procedures</b> Undertakes characterization of ecosystems and use of planning tools and procedures <b>PCO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Identifies and implements appropriate resource management and restoration strategies of various ecosystems <b>PCO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Facilitates/ provides technical assistance in the formulation and implementation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans <b>PCO6-Environment and Natural Resource (ENR) Accounting</b> Undertakes ENR accounting activities <b>PCO7-Strategies and Schemes for Financing Environmental Projects</b> Plans, initiates and operationalizes strategies and schemes for financing environmental projects <b>PCO8-Results-based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites</b> Implements RBME activities and environmental audit for different ENRM sites.	505.2305 CENRO Catbalogan

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									<b>PCO9- Environmental Governance</b> Undertakes environmental governance activities that include transparency, accountability, participation, collaboration and functionality <b>PCO10-Climate and Environmental Management</b> Applies mitigating measures and adaptive solutions to climate change <b>PCO11-Information, Education and Communication, Social Marketing and Extension Support</b> Undertakes social marketing and extension support activities to improve ENRM <b>PCO12- Social Negotiation</b> Conducts social negotiation activities <b>PCO13- ENR Law Enforcement</b> Implements ENR law enforcement activities <b>PCO14- Land Disposition and Management</b> Processes and evaluates public land applications <b>PCO15- Forest, Water and Wildlife Resources Regulation</b> Processes and evaluates forest, water and wildlife resource utilization and regulation activities <b>PCO16- Tenure and Rights Assessment</b> Evaluates effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities <b>PCO17- Tenurial Instruments and permits for improved Resource Management</b> Prepares tenurial instruments and permits for improved resource management.	
8	Administrative Assistant II	OSEC-DENRB-ADAS2-419-2004	8	17,505.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	<b>RSCI1 – Media Relations Management</b> Prepares basic publications, media relations materials and audio-visual media materials <b>RSCI2 – Development Communication Management</b> Assists in the conduct of development communication activities <b>RSCI3 – Event Management</b> Assists in the conduct of event management activities. <b>RSCI4 – Visual Communication (GRAPHIC DESIGN AND LAYOUT)</b> Undertakes basic visual communication works <b>RSCI5 – Video Production</b> Undertakes basic video production works <b>RSCI6 – Photojournalism</b> Undertakes photography works <b>RSCI7 – Library Management</b> Assists in library management activities	494.000 Office of the Director

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9	Forest Technician II	OSEC-DENRB-FORT2-544-2014 OSEC-DENRB-FORT2-556-2014	8	17,505.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional ) First Level Eligibility	<p><b>PCO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Assists in the application of IEM and other related approaches to Natural Resources Management (NRM)</p> <p><b>PCO2-Identification of Interventions and Integrating Strategies across sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management</b> Assists in the identification of interventions and integrating strategies across sectors</p> <p><b>PCO3- Characterization of Ecosystems and use of planning tools and procedures</b> Assists in the characterization of ecosystems and use of planning tools and procedures</p> <p><b>PCO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Assists in identifying and implementing appropriate resource management and restoration strategies of various ecosystems</p> <p><b>PCO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Assists in the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans</p> <p><b>PCO6-Environment and Natural Resource (ENR) Accounting</b> Assists in undertaking ENR accounting activities</p> <p><b>PCO7-Strategies and Schemes for Financing Environmental Projects</b> Assists in planning, initiating and operationalizing strategies and schemes for financing environmental projects</p> <p><b>PCO8-Results-based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites</b> Assists in RBME and Environmental Audit of activities for different ENRM sites</p> <p><b>PCO9- Environmental Governance</b> Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality</p> <p><b>PCO10-Climate and Environmental Management</b> Assists in applying mitigating measures and adaptive solutions to climate change</p> <p><b>PCO11-Information, Education and Communication, Social Marketing and Extension Support</b> Assists in social marketing and extension support activities to improve ENRM</p> <p><b>PCO12- Social Negotiation</b> Assists in social negotiation activities</p> <p><b>PCO13- ENR Law Enforcement</b> Assists in ENR law enforcement activities</p> <p><b>PCO14- Land Disposition and Management</b> Assist in the disposition of A&amp;D lands and management of other government lands</p> <p><b>PCO15- Forest, Water and Wildlife Resources Regulation</b> Assists in the forest, water and wildlife resource utilization and regulation activities</p> <p><b>PCO16- Tenure and Rights Assessment</b> Assists in the evaluation on the effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p> <p><b>PCO17- Tenurial Instruments and permits for improved Resource Management</b> Assist in the preparation of tenurial instruments and permits for improved resource management</p>	505.2405 CENRO Maasin 505.2506 CENRO Baybay



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10	Cartographer I	OSEC-DENRB-CGR1-323-1998 OSEC-DENRB-CGR1-324-1998	6	15,524.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Cartographer (MC 10 s. of 2013 Cat. II)	<b>PCO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Assists in the application of IEM and other related approaches to Natural Resources Management (NRM) <b>PCO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Assists in identifying and implementing appropriate resource management and restoration strategies of various ecosystems <b>PCO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Assists in the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans <b>PCO9- Environmental Governance</b> Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality <b>PCO10-Climate and Environmental Management</b> Assists in applying mitigating measures and adaptive solutions to climate change <b>PCO14- Land Disposition and Management</b> Assist in the disposition of A&D lands and management of other government lands <b>PCO15- Forest, Water and Wildlife Resources Regulation</b> Assists in the forest, water and wildlife resource utilization and regulation activities <b>PCO16- Tenure and Rights Assessment</b> Assists in the evaluation on the effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities <b>PCO17- Tenurial Instruments and permits for improved Resource Management</b> Assist in the preparation of tenurial instruments and permits for improved resource management	505.2105 CENRO Catarman 505.2504 CENRO Palo
11	Administrative Aide VI	OSEC-DENRB-ADA6-260-2004	6	15,524.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	<b>RO15- Geographic Information System (GIS)</b> Knows basic knowledge in GIS and other related software <b>RO16- Surveying</b> Assists in land surveying activities <b>RO17- Survey Verification</b> Assists in survey verification activities <b>RO18- Mapping</b> Assists in land mapping activities <b>RO19- Land Management Information System Administration</b> Has knowledge in LAMS and other related software <b>RO20- Land Records Management</b> Assists in land records management activities	505.1200 Surveys and Mapping Division
12	Administrative Aide VI	OSEC-DENRB-ADA6-540-2014	6	15,524.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) First Level Eligibility	<b>RO9- Environmental Governance</b> Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality <b>RO10-Climate and Environmental Management</b> Assists in applying mitigating measures and adaptive solutions to climate change	505.1400 Enforcement Division

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13	Forest Technician I	OSEC-DENRB-FORT1-808-2014 OSEC-DENRB-FORT1-812-2014	6	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional ) First Level Eligibility	<p><b>PCO1-Concept and Application of Integrated Ecosystems Management (IEM)</b> Assists in the application of IEM and other related approaches to Natural Resources Management (NRM)</p> <p><b>PCO2-Identification of Interventions and Integrating Strategies across sectors (Forestry, Coastal, Agriculture, Urban, Air Pace) and Zoning for Strategic Management</b> Assists in the identification of interventions and integrating strategies across sectors</p> <p><b>PCO3- Characterization of Ecosystems and use of planning tools and procedures</b> Assists in the characterization of ecosystems and use of planning tools and procedures</p> <p><b>PCO4-Resource Management and Restoration/Rehabilitation of Degraded Ecosystems</b> Assists in identifying and implementing appropriate resource management and restoration strategies of various ecosystems</p> <p><b>PCO5-Preparation of Natural Resources Management (NRM)-Related Plans (FLUP, CRMP, ISWMP,PAMP, IRBM, IWRM)</b> Assists in the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans</p> <p><b>PCO6-Environment and Natural Resource (ENR) Accounting</b> Assists in undertaking ENR accounting activities</p> <p><b>PCO7-Strategies and Schemes for Financing Environmental Projects</b> Assists in planning, initiating and operationalizing strategies and schemes for financing environmental projects</p> <p><b>PCO8-Results-based Monitoring and Evaluation System (RBME) and Environmental Audit for Different ENRM Sites</b> Assists in RBME and Environmental Audit of activities for different ENRM sites</p> <p><b>PCO9- Environmental Governance</b> Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality</p> <p><b>PCO10-Climate and Environmental Management</b> Assists in applying mitigating measures and adaptive solutions to climate change</p> <p><b>PCO11-Information, Education and Communication, Social Marketing and Extension Support</b> Assists in social marketing and extension support activities to improve ENRM</p> <p><b>PCO12- Social Negotiation</b> Assists in social negotiation activities</p> <p><b>PCO13- ENR Law Enforcement</b> Assists in ENR law enforcement activities</p> <p><b>PCO14- Land Disposition and Management</b> Assist in the disposition of A&amp;D lands and management of other government lands</p> <p><b>PCO15- Forest, Water and Wildlife Resources Regulation</b> Assists in the forest, water and wildlife resource utilization and regulation activities</p> <p><b>PCO16- Tenure and Rights Assessment</b> Assists in the evaluation on the effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p> <p><b>PCO17- Tenurial Instruments and permits for Improved Resource Management</b> Assist in the preparation of tenurial instruments and permits for improved resource management</p>	505.2305 CENRO Catbalogan 505.2405 CENRO Maasin

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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.

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 **SEP 01 2020**

1. Application Letter (indicating the position applied for, item number, and name of the office where the vacancy is);
2. Properly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Work Experience Sheet (attachment to PDS) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Photocopy of Performance rating in the last rating period of your present position (if applicable);
5. Photocopy of authenticated copy of certificate of eligibility/bar or board rating and license ID;
6. Photocopy of authenticated copy of transcript of records;
7. Photocopy of Diploma and/or certificate of graduation;
8. Photocopy of Certificate of employment with actual duties and responsibilities (if applicable); and
9. Photocopy of certificate of training/seminars attended (if applicable)

*\* Original documents must be on hand and ready once requested*

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

**TIRSO P. PARIAN, JR., CESO IV**  
*OIC, Regional Executive Director*  
DENR Regional Office 8, Sto. Niño Ext., Tacloban City  
email address: [denr8hrmpsb@gmail.com](mailto:denr8hrmpsb@gmail.com)

**NOTE:** Applicants must submit one (1) set of documents for every position being applied for. Applicants with incomplete submissions will not be processed. Further, only applicants who are shortlisted will be contacted.

For inquiries, you may contact the Personnel Section, Administrative Division at (053) 832-0864.