


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 in the CSC website:


TIRSO P. PARIAN, JR. CESO IV
OIC, Regional Executive Director

Date:

July 29, 2021

No.	Position Title (Parenthetical 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	Administrative Officer V (GSS)	OSEC-DENRB-ADOF5-58-2014	18	43681	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	RAS1 – PROCUREMENT MANAGEMENT Leads in the conduct of procurement activities RAS2 – PROPERTY MANAGEMENT (PROPERTY INVENTORY AND DISPOSAL MANAGEMENT) Conducts property inventory management and property disposal management activities RAS3 – RECORDS MANAGEMENT Leads the implementation of records management activities RAS4 – COMPUTERIZED RECORDS MANAGEMENT Leads the implementation of computerized records management activities RAS5 – COURIER, POSTAL AND MESSENGERIAL SERVICES Leads the conduct of courier, postal and messengerial services RAS6 – CLERICAL/SECRETARIAL/EXECUTIVE ASSISTANCE SKILLS Undertakes complex secretarial and executive assistant functions RAS7 – BUILDING MAINTENANCE SYSTEM ADMINISTRATION Monitors implementation of maintenance activities for buildings and other facilities RAS8 – REPAIR AND FABRICATION Organizes the simple and complex repair of buildings, equipment, electrical works, plumbing and airconditioning and fabrication of equipment, furniture and fixtures	501.0000 Administrative Division
2	Administrative Officer V (HRDS)	OSEC-DENRB-ADOF5-111-2004	18	43681	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	RHR6 – LEARNING NEEDS ASSESSMENT (LNA) Supervises the conduct of LNA activities RHR7 – PREPARATION OF LEARNING DESIGN Leads the preparation of learning design RHR8 – LEARNING EVENT MANAGEMENT Leads in the conduct of learning program management activities RHR9 – LEARNING EVENT FACILITATION Facilitates symposium, conferences, focus group discussions and structured learning activities RHR10 – NETWORK AND LINKAGING WITH HR PARTNERS Leads in the conduct of networking and linking activities RHR11 – MONITORING AND EVALUATION (M&E) OF LEARNING AND DEVELOPMENT (L&D) PROGRAMS Leads the conduct of learning and development M&E activities RHR12 – SCHOLARSHIP ADMINISTRATION Leads the implementation of scholarship administration activities RHR13 – HR PLANNING Leads the conduct of HR planning activities RHR14 – CAREER DEVELOPMENT Leads the conduct of career development activities	501.0000 Administrative Division

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3	Development Management Officer IV	OSEC-DENRB-DMO4-118-2014	22	68415	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	PCO9- Environmental Governance Leads environmental governance activities that include transparency, accountability, participation, collaboration and functionality PCO10-Climate and Environmental Management Leads the application of mitigating measures and adaptive solutions to climate change	505.1400 Enforcement Division

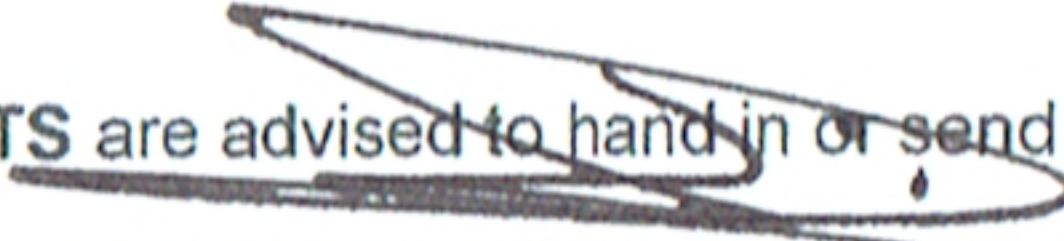
This Office highly encourages all interested & qualified applicants including Persons with Disability (PWD), members of IP communities and those from any Sexual Orientation & Gender Identities (SOGI) to apply for the above vacant positions.

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 August 11, 2021

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. Work Experience Sheet (attachement to PDS) which can be downloaded at www.csc.gov.ph;
3. Application Letter indicating the position applied for, item number, and name of the office where the vacancy);
4. Photocopy of Performance rating **in the last rating period** (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 certificate of trainings/seminars attended (if applicable)

** Original Documents must be onhand 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
denr8hrmps@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.