

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:


ANALIZA L. LUENGAS

OIC, Chief Human Resource Management Section

Date: January 12, 2022

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	PLANNING OFFICER V	OSEC-DENRB-PLO5-31-2004	24	86742	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility	<p>Building Collaborative and Inclusive Working Relationship: (Intermediate) Description: Builds partnership and networks to deliver or enhance work outcomes.</p> <p>Managing Performance and Coaching for Results: (Intermediate) Description: Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individual or groups using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p> <p>Leading Change (Intermediate) Description: 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>Thinking Strategically and Creatively: (Intermediate) Description: Creates or defines goals and initiative based on how one can support extend or align to the goals of one's department or functional area.</p> <p>Creating and Nurturing a High Performing Organization: (Intermediate) Description: 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>	Regional Office - Planning Management Division

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This office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

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 **January 31, 2022**.

- 1 **Application letter** (specifying the **Position Title** and **Item Number** applied for and its date of publication);
- 2 Fully accomplished **Personal Data Sheet (PDS) with recent passport-size picture** (CS Form 212 Revised 2017 and Work Experience Sheet), PDS can be downloaded at www.csc.gov.ph or
 - 2.a. **Service Record** in PDS should indicate designations and S.O. Number, for supervisory experience;
 - 2.b. **Work Experience Sheet (WES)** in prescribed form (in the PDS) should clearly specify that:
 - you supervised staff, indicate designations, S.O. No., (attach copy of S.O. for all supervisory experience);
- 3 Photocopy of authenticated **Certificate of Eligibility/Rating/ License** (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS);
- 4 Photocopy of authenticated **Transcript of Records and Diploma / Commission on Higher Education Certification, Authentication and Verification (CAV)** of Academic Records for Private and Locally
- 5 Photocopy of **IPCR (January to June 2021)** (For government employees only)
- 6 Photocopy of **Certificates of Training** programs completed;
- 7 Photocopy of Valid **NBI Clearance** (Applicable for entrants or reemployment in government service)
- 8 Photocopy of **Certificate of Live Birth** from PSA (Applicable for entrants or reemployment in government service)
- 9 Photocopy of **Marriage Certificate** from PSA, if applicable
- 10 **Certificate of Employment** from all previous employers (if not government employee) / original Service Record (for government employees)

By submitting these documents/records, you agree that your information will be used to process your application. Your contact details will be used to communicate with you on the details of the assessment
 QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

NONITO M. TAMAYO, CESO III

Regional Executive Director

Brgy. Ambago, Butuan City

denrrsp13@gmail.com

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCEPTED. ONLY APPLICANTS WITH COMPLETE ATTACHMENTS WILL BE SCREENED. FOR APPLICATIONS THRU EMAIL, PLEASE USE THIS FORMAT FOR YOUR SUBJECT: **POSITION TITLE / OFFICE / ITEM NUMBER (e.g. DEVELOPMENT MANAGEMENT OFFICER IV / CENRO BISLIG / OSEC-DENRB-DMO4-144-2014)**.