

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:

  
**NANCY E. OZARRAGA**

Chief, Human Resource Management Section

Date:

June 3, 2020

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 (MINIMUM REQUIRED PROFICIENCY LEVEL)	
1	COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER	OSEC-DENRB- CENRO-21- 1998	24	85,074.00	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><b>Building Collaborative and Inclusive Working Relationship:</b> (Intermediate) Description: Builds partnership and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results:</b> (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><b>Leading Change</b> (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><b>Thinking Strategically and Creatively:</b> (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><b>Creating and Nurturing a High Performing Organization:</b> (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>	CENRO Bunawan, Agusan del Sur

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2	DEVELOPMENT MANAGEMENT OFFICER V	OSEC-DENRB-DMO5-121-2014	24	85,074.00	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><b>Building Collaborative and Inclusive Working Relationship:</b> (Intermediate) Description: Builds partnership and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results:</b> (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><b>Leading Change</b> (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><b>Thinking Strategically and Creatively:</b> (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><b>Creating and Nurturing a High Performing Organization:</b> (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 - Licenses, Patents and Deeds Division

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3	PLANNING OFFICER V	OSEC-DENRB-PLO5-31-2004	24	85,074.00	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><b>Building Collaborative and Inclusive Working Relationship:</b> (Intermediate) Description: Builds partnership and networks to deliver or enhance work outcomes.</p> <p><b>Managing Performance and Coaching for Results:</b> (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><b>Leading Change</b> (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><b>Thinking Strategically and Creatively:</b> (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><b>Creating and Nurturing a High Performing Organization:</b> (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 and Management Division

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 June 15, 2020.

- 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](http://www.csc.gov.ph) or [www.denr.gov.ph](http://www.denr.gov.ph)
- 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, equivalent to not less than four/five years as of time of application);
- 3 Original copy of the authenticated Certificate of Eligibility/Rating/ License (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS):  
Proof of Eligibility:
  - a. For positions involving practice of profession - Valid professional license
  - b. For positions Not involving practice of profession - Professional license or Certificate of Registration or Report of Rating

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- 4 Original copy of the authenticated Transcript of Records and Diploma / Commission on Higher Education Certification, Authentication and Verification (CAV) of Academic Records for Private and Locally Funded Colleges and Universities;
- 5 Certified photocopy of IPCR (January to June 2018 and July to December 2018) (For government employees only)
- 6 Photocopy of Certificates of Training programs completed;
- 7 Valid NBI Clearance (Applicable for entrants or reemployment in government service)
- 8 PSA-original copy of Certificate of Live Birth (Applicable for entrants or reemployment in government service)
- 9 PSA-original copy of Marriage Certificate, 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 process. Your current and previous employers, references, academic institutions where you obtained your education will also be reached for employment reference check and relevant background information. The recruitment officers, members of the DENR Human Resource Merit Promotion and Selection Board and authorized officials will have access to your submitted documents/records at different stages of the assessment process.

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

ATTY. FELIX S. ALICER  
Regional Executive Director  
Brgy. Ambago, Butuan City  
[denrcaraga\\_personnel@yahoo.com](mailto:denrcaraga_personnel@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCEPTED. ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE SCREENED. **PREVIOUS APPLICANTS DO NOT NEED TO RESUBMIT APPLICATIONS.**