



Republic of the Philippines

Department of Environment and Natural Resources, Region 10

Puntod, Cagayan de Oro City

ANNOUNCEMENT OF VACANCIES

Publication Date	:	DECEMBER 07, 2023
Last Day of Acceptance of	:	DECEMBER 22, 2023

The Department of Environment and Natural Resources, Region X is an Equal Employment Opportunity Principle advocate.

We encourage and welcome all qualified applicants regardless of disability, sexual orientation, gender identity/ expression, age, religion, and ethnicity to apply for the published vacant positions.

REQUIREMENTS:

1. Letter of Intent ([scanned into 1 PDF file](#)) stating the specific position applied for, addressed to:

HENRY A. ADORNADO, Ph.D.

Regional Executive Director

Department of Environment and Natural Resources, Region X

Puntod, Cagayan de Oro City

Thru: ESPERANZA M. DOMINGO

Chief, Personnel Section

Department of Environment and Natural Resources, Region X

Puntod, Cagayan de Oro City

2. Duly accomplished Personal Data Sheet CS Form No. 212, Revised 2017, **all pages must be scanned and saved into 1 PDF file**
3. Work Experience Sheet (to include number of personnel/ staff supervised), **all pages must be scanned and saved into 1 PDF file**
4. Comprehensive Work Experience sheet, to be downloaded from <https://tinyurl.com/COMPREWES> in Microsoft Excel format
5. Copy of authenticated CSC Eligibility or Rating and License issued by the PRC, **all pages must be scanned and saved into 1 PDF file**
6. Copy of authenticated Transcript of Records, to include graduate/ doctoral studies, if applicable, **all pages must be scanned and saved into 1 PDF file**
7. Copy of Performance Rating for the last rating period (if applicable), **all pages must be scanned and saved into 1 PDF file**
8. Other supporting documents, e.g. Service Record, Training Certificates, Special Orders **all pages must be scanned and saved into 1 PDF file**
9. Comprehensive Trainings attended, to be downloaded from <https://tinyurl.com/COMPRETRAININGS> in Microsoft Excel format

Key- in the information and upload the supporting documents to the link:

<https://tinyurl.com/RO122023>

Reminder: Applications with incomplete documents shall not be entertained

LIST OF VACANT POSITIONS

Publication Date: **DECEMBER 07, 2023**

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Place of Assignment : R10 OFFICE OF THE REGIONAL DIRECTOR

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
PARK OPERATIONS SUPERINTENDENT IV	OSEC-DENRB-POS4-2-2014	22/ Php 71,511	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second Level Eligibility

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Place of Assignment : R10 PLANNING AND MANAGEMENT DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
PROJECT EVALUATION OFFICER III	OSEC-DENRB-PEO3-18-2014	18/ Php 46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility
PROJECT EVALUATION OFFICER II	OSEC-DENRB-PEO2-23-1998	15/ Php 36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility
STATISTICIAN II	OSEC-DENRB-STAT2-17-2014	15/ Php 36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility
STATISTICIAN I	OSEC-DENRB-STAT1-25-1998	11/ Php 27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility

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Publication Date: **DECEMBER 07, 2023**

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Place of Assignment : R10 FINANCE DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	OSEC-DENRB-ADOF5-112-2004	18/ Php 46,725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level Eligibility
ACCOUNTANT I	OSEC-DENRB-A1-41-1998	12/ Php 29,165	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080
ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	OSEC-DENRB-ADAS1-39-2014	7/ Php 18,620	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional); First Level Eligibility; Data Encoder (MC 6, s, 2010)

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Place of Assignment : R10 ADMINISTRATIVE DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ADMINISTRATIVE OFFICER V (CASHIER III)	OSEC-DENRB-ADOF5-113-2004	18/Php 46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level eligibility
ADMINISTRATIVE OFFICER V (HUMAN RESOURCE MANAGEMENT OFFICER III)	OSEC-DENRB-ADOF5-29-2014	18/Php 46,725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Second Level eligibility
ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	OSEC-DENRB-ADOF3-84-2004	14/Php 33,843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level eligibility

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Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I)	OSEC-DENRB-ADOF2-213-2004	11/ Php 27,000	Bachelor's degree	None required	None required	Career Service (Professional); Second Level eligibility
ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	OSEC-DENRB-ADAS1-41-2014	7/ Php 18,620	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional); First Level Eligibility; Data Encoder (MC 6, s, 2010)
ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	OSEC-DENRB-ADAS1-42-2014	7/ Php 18,620				

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Place of Assignment : R10 CONSERVATION AND DEVELOPMENT DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DENRB-DMO2-110-2014	15/ Php 36,619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Second Level Eligibility
DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DENRB-DMO1-58-2014	11/ Php 27,000	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility
ECOSYSTEMS MANAGEMENT SPECIALIST I	OSEC-DENRB-ECOMS1-73-2014	11/ Php 27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility

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Place of Assignment : R10 SURVEYS AND MAPPING DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ENGINEER I	OSEC-DENRB-ENG1-66-1998	12/ Php 29,165	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080
ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)	OSEC-DENRB-ADA6-158-2014	6/ Php 17,553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (SubProfessional); First Level Eligibility
MATHEMATICIAN AIDE I	OSEC-DENRB-MTHA1-102-1998	6/ Php 17,553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); First Level Eligibility

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Place of Assignment : R10 LICENSES, PATENTS AND DEEDS DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ECOSYSTEMS MANAGEMENT SPECIALIST I	OSEC-DENRB-ECOMS1-63-2014	11/ Php 27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility

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Place of Assignment : R10 ENFORCEMENT DIVISION

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
SPECIAL INVESTIGATOR I	OSEC-DENRB-SPI1-89-1998	11/ Php 27,000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional); Second Level Eligibility