



Republic of the Philippines

Department of Environment and Natural Resources, Region 10

Puntod, Cagayan de Oro City

ANNOUNCEMENT OF VACANCIES

Publication Date	February 24, 2023
Last Day of Acceptance of Application/ Responses	March 10, 2023

The Department of Environment and Natural Resources, Region 10 is an Equal Employment Opportunity Principle advocate.

We encourage and welcome all 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**
3. Copy of authenticated CSC Eligibility or Rating and License issued by the PRC, **all pages must be scanned and saved into 1 PDF file**
4. Copy of authenticated Transcript of Records, to include graduate/ doctoral studies, if applicable, **all pages must be scanned and saved into 1 PDF file**
5. Copy of Performance Rating for the last rating period (if applicable), **all pages must be scanned and saved into 1 PDF file**
6. Other supporting documents, e.g. Service Record, Training Certificates, Special Orders **all pages must be scanned and saved into 1 PDF file**

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

<https://bit.ly/02242023OnlineAppForm>

Reminder: Applications with incomplete documents shall not be entertained

LIST OF VACANT POSITIONS

Publication Date: **February 24, 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 IV (BUDGET OFFICER II)	OSEC-DENRB-ADOF4-330-2004	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
ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	OSEC-DENRB-ADAS2-440-2004	8/ Php 19,744	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility

LIST OF VACANT POSITIONS

Publication Date: **February 24, 2023**

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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 IV	OSEC-DENRB-ADOF4-334-2004	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
ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	OSEC-DENRB-ADOF1-556-2004	10/ Php 23,176	Bachelor's degree	None required	None required	Career Service (Professional); Second Level eligibility

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Place of Assignment : **R10 Administrative Division**

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	OSEC-DENRB-ADAS3-20-2014	9/ Php 21,129	Completion of two-year studies in college or	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 6, s. 2010);
ADMINISTRATIVE ASSISTANT I (COMPUTER OPERATOR I)	OSEC-DENRB-ADAS1-104-2004	7/ Php 18,620	High School Graduate with relevant vocational/ trade course			First Level Eligibility

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Place of Assignment : R10 Legal Division

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ATTORNEY II	OSEC-DENRB-ATY2-45-1998	18/ Php 46,725	Bachelor of Laws	None required	None required	RA 1080
LEGAL ASSISTANT II	OSEC-DENRB-LEA2-35-1998	12/ Php 29,165	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses*	4 hours of training relevant to legal work, such as legal ethics, legal research and writing or legal procedure*	None required	Career Service (Professional); Second Level Eligibility

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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
SENIOR ECOSYSTEMS MANAGEMENT SPECIALIST	OSEC-DENRB-SREMS-86-2014	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
ECOSYSTEMS MANAGEMENT SPECIALIST II	OSEC-DENRB-ECOMS2-63-1998	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
DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DENRB-DMO1-56-2014	11/ Php 27,000	Bachelor's degree	None required	None required	Career Service (Professional); Second Level Eligibility

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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
ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)	OSEC-DENRB-ADA6-155-2014	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; Data Encoder (MC 6, s. 2010); First Level Eligibility
ZOOLOGY TECHNICIAN	OSEC-DENRB-ZOOT-7-1998	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 Surveys and Mapping Division**

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
ENGINEER II	OSEC-DENRB-ENG2-57-1998	16/ Php 39,672	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080
	OSEC-DENRB-ENG2-133-1998					
ENGINEER I	OSEC-DENRB-ENG1-60-1998	12/ Php 29,165	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080
	OSEC-DENRB-ENG1-66-1998					

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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
ADMINISTRATIVE AIDE VI (DATA CONTROLLER I)	OSEC-DENRB-ADA6-156-2014	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; Data Encoder (MC 6, s. 2010); First Level Eligibility
CARTOGRAPHER I	OSEC-DENRB-CGR1-353-1998	6/ Php 17,553		None required	None required	Cartographer (MC 10, s. 2013-Cat. II)
MATHEMATICIAN AIDE I	OSEC-DENRB-MTHA1-95-1998	6 Php 17,553	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional); First Level Eligibility
	OSEC-DENRB-MTHA1-115-1998					

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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
FORESTER II	OSEC-DENRB-FORST2-572-1998	15/ Php 36,619	Bachelor's degree in Forestry	4 hours of relevant training	1 year of relevant experience	RA 1080
ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DENRB-ADA6-164-2014 OSEC-DENRB-ADA6-169-2014	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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:

R10 Enforcement Division

Position	Plantilla Item No.	SG/ Monthly Salary	Qualification Standards			
			Education	Training	Experience	Eligibility
DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DENRB- DMO2-106- 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
ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DENRB- ADA6-172-2014 OSEC-DENRB- ADA6-173-2014	6/ Php 17,553	Completion of two-years studies in college	None required	None required	Career Service Subprofessional; First Level Eligibility