

# TECHNICAL SUPPORT STAFF

NO. OF VACANCY	: ONE(1)
Office	: Conservation and Development Division
Project	: Enhanced National Greening Program
Employment Status	: Job Order
Contract period	: October – December 2023
Rate	: P20,404/month
Minimum Qualifications	: Graduate of BS Forestry, BS Agriculture and related fields
Skills	: Proficiency in using GIS software (ArcMap, Manifold, etc.) <i>***Skills test may be administered</i> : Good in oral and written communication
Eligibility	: Preferably CS Professional/ 2 <sup>nd</sup> Level Eligibility
Other Specifications	: Willing to be assigned in the field and work with upland communities : Work experience related to eNGP is an advantage

# TECHNICAL SUPPORT STAFF

Job Description	<ol style="list-style-type: none"><li>1. Serves as coordinator of PENRO Camiguin;</li><li>2. Assists the Field Office in managing linkage/ networking of Pos with NGAs, LGUs, Civil Society Organizations, Research Institutions, and Private Businesses for the development of its NGP Sites, livelihood projects, sources of farming tools, postharvest facilities, and equipment, credit, among others;</li><li>3. Consolidates, prepares, and submits through channels, regular reports on the developments submitted by the assigned Field Office;</li><li>4. Reviews and finalizes shapefiles forwarded by all field offices; and</li><li>5. Conducts regular monitoring activities, review maps (shapefiles), geotagged photos of NGP sites, and data analysis to ensure the accuracy of information</li></ol>

# 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: FIDEL P. GAMOS, JR.**

OIC- Chief, Conservation and Development Division

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 (if applicable), **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 (if applicable), **all pages must be scanned and saved into 1 PDF file**
4. Copy of authenticated Transcript of Records, to include graduate, if applicable, **all pages must be scanned and saved into 1 PDF file**

All applications must be submitted to:

**[region10engp@gmail.com](mailto:region10engp@gmail.com)**

**Deadline of applications: September 25, 2023**