

Republic of the Philippines
Department of Environment and Natural Resources
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format
CIVIL SERVICE COMMISSION
Region III
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MIRIAM M. MARCELO
HRMO

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:

Date: 25 SEP 2019

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	ATTORNEY V	OSEC-DENRB-ATY5-18-1998	25	95,083.00	Bachelor of Laws	40 hrs of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	RA 1080 (Bar)	Building Collaborative, inclusive working relationships (Intermediate) Managing performance and coaching for results (Intermediate) Leading Change (Intermediate) Thinking Strategically and creatively (Intermediate) Creating and nurturing a high performing organization (Intermediate)	Litigation and Prosecution Division, Legal Affairs Service
2	ATTORNEY IV	OSEC-DENRB-ATY4-7-1998	23	73,811.00	Bachelor of Laws	8 hrs of relevant training	2 years of relevant experience	RA 1080 (Bar)		Internal Affairs Division, Legal Affairs Service
3	ATTORNEY IV	OSEC-DENRB-ATY4-2-2019	23	73,811.00	Bachelor of Laws	8 hrs of relevant training	2 years of relevant experience	RA 1080 (Bar)		Legal Crisis Prevention and Management Division, Legal Affairs Service

4	STATISTICIAN I	OSEC-DENRB-STAT1-1-1998	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	Statistics and Data Resource Management Division, Knowledge and Information Systems Service
5	STATISTICIAN I	OSEC-DENRB-STAT1-23-1998	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	Statistics and Data Resource Management Division, Knowledge and Information Systems Service
6	STATISTICIAN I	OSEC-DENRB-STAT1-32-1998	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	Statistics and Data Resource Management Division, Knowledge and Information Systems Service
7	STATISTICIAN I	OSEC-DENRB-STAT1-34-1998	11	20,754.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	Statistics and Data Resource Management Division, Knowledge and Information Systems Service
8	EXECUTIVE ASSISTANT III	OSEC-DENRB-EXA3-8-1998	20	51155	Bachelor's degree	8 hrs of training	2 years of experience	Career Service Professional/Second level eligibility	Office of Undersecretary Jim O. Sampulna

This Office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE).

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 **07 OCTOBER 2019**.

- 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 www.denr.gov.ph
- 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
- 4 Original copy of the authenticated Transcript of Records and Diploma;
- 5 Certified photocopy of IPCR (January to June 2019) (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)

APPROVED FOR:
 Posting biometrics
 Date Started: 9/28/2019
 Date Finished: 10/7/2019
 Approved by: J. JAMES G. BAUTISTA
 Chief,
 Records Management Division

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/email their application to:

Director RIC G. ENRIQUEZ, Ph.D., CESO III
Director, HRDS
G/F Main Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City

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