

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



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:

HRMO

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	DEVELOPMENT MANAGEMENT OFFICER IV	OSEC-DENRB-DMO4-3-1998	22	65,319.00	Bachelor's degree relevant to the job	16 hrs of relevant training	3 years of relevant experience	Career Service Professional/ Second level eligibility		Strategic Alliance and Environmental Partnership Division, Strategic Communication and Initiatives Service
2	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DENRB-DMO1-1-1998	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second level eligibility		Strategic Alliance and Environmental Partnership Division, Strategic Communication and Initiatives Service
3	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DENRB-DMO1-98-2014	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second level eligibility		Strategic Alliance and Environmental Partnership Division, Strategic Communication and Initiatives Service
4	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DENRB-DMO1-99-2014	11	20,754.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/ Second level eligibility		Strategic Alliance and Environmental Partnership Division, Strategic Communication and Initiatives Service
5	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DENRB-ADA6-109-2004	6	14,847.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First level eligibility		Strategic Alliance and Environmental Partnership Division, Strategic Communication and Initiatives Service

6	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DENRB-ADA6-827-2014	6	14,847.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First level eligibility		Strategic Alliance and Environmental Partnership Division, Strategic Communication and Initiatives Service
7	DEVELOPMENT MANAGEMENT OFFICER IV	OSEC-DENRB-DMO4-2-1998	22	65,319.00	Bachelor's degree relevant to the job	16 hrs of relevant training	3 years of relevant experience	Career Service Professional/ Second level eligibility		Stakeholders Management and Conflict Resolution Division, Strategic Communication and Initiatives Service
8	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DENRB-ADA6-829-2014	6	14,847.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/ First level eligibility		Stakeholders Management and Conflict Resolution Division, Strategic Communication and Initiatives Service
9	INFORMATION OFFICER IV	OSEC-DENRB-INFO4-228-2014	22	65,319.00	Bachelor's degree relevant to the job	16 hrs of relevant training	3 years of relevant experience	Career Service Professional/ Second level eligibility		Development Communication Division, Strategic Communication and Initiatives Service
10	CINEMATOGRAPHER II	OSEC-DENRB-CMG2-1-1998	14	27,755.00	Bachelor's degree	4 hrs of relevant training	1 year of relevant experience	Career Service Professional Second level eligibility		Development Communication Division, Strategic Communication and Initiatives Service
11	HEAD PRESSMAN	OSEC-DENRB-HPMAN-1-1998	13	25,232.00	High School Graduate	16 hrs of relevant training	3 years of relevant experience	Pressman (MC 11, s. 96-Cat I)		Development Communication Division, Strategic Communication and Initiatives Service
12	ADMINISTRATIVE ASSISTANT III	OSEC-DENRB-ADAS3-36-2004	9	17,975.00	Completion of two-year studies in college or High school graduate with relevant vocational/trade course	4 hrs of relevant training	1 year of relevant experience	Relevant MC II s. 1996 Career Service (Subprofessional) First level eligibility		Development Communication Division, Strategic Communication and Initiatives Service
13	ADMINISTRATIVE ASSISTANT I	OSEC-DENRB-ADAS1-46-2004	7	15,738.00	Completion of two-year studies in college or High school graduate with relevant vocational/trade course	None Required	None Required	Relevant MC II s. 1996 Career Service (Subprofessional) First level eligibility		Development Communication Division, Strategic Communication and Initiatives Service

14	SUPERVISING ADMINISTRATIVE OFFICER	OSEC-DENRB-SADOF-9-2004	22	65,319.00	Bachelor's degree relevant to the job	16 hrs of relevant training	3 years of relevant experience	Career Service Professional/ Second level eligibility		Public Information Division, Strategic Communication and Initiatives Service
15	ADMINISTRATIVE OFFICER IV	OSEC-DENRB-ADOF4-60-2004	15	30,531.00	Bachelor's degree relevant to the job	4 hrs of relevant training	1 year of relevant experience	Career Service Professional/ Second level eligibility		Public Information Division, Strategic Communication and Initiatives Service
16	CREATIVE ARTS SPECIALIST II	OSEC-DENRB-CASL2-55-2014	15	30,531.00	Bachelor's degree relevant to the job	4 hrs of relevant training	1 year of relevant experience	Career Service Professional/ Second level eligibility		Public Information Division, Strategic Communication and Initiatives Service
17	LIBRARIAN II	OSEC-DENRB-LIB2-1-1998	15	30,531.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 hrs of relevant training	1 year of relevant experience	RA 1080 (Librarian License)		Public Information Division, Strategic Communication and Initiatives Service
18	LIBRARIAN II	OSEC-DENRB-LIB2-25-2014	15	30,531.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	4 hrs of relevant training	1 year of relevant experience	RA 1080 (Librarian License)		Public Information Division, Strategic Communication and Initiatives Service
19	PUBLIC RELATIONS OFFICER II	OSEC-DENRB-PRO2-54-2014	15	30,531.00	Bachelor's degree relevant to the job	4 hrs of relevant training	1 year of relevant experience	Career Service Professional/ Second level eligibility		Public Information Division, Strategic Communication and Initiatives Service
20	LIBRARIAN I	OSEC-DENRB-LIB1-1-1998	11	20,754.00	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	None Required	None Required	RA 1080 (Librarian License)		Public Information Division, Strategic Communication and Initiatives Service
21	ADMINISTRATIVE ASSISTANT III	OSEC-DENRB-ADAS3-34-2004	9	17,975.00	Completion of two-year studies in college or High school graduate with relevant vocational/trade course	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ MC II s. 1996 First level eligibility		Office of the Director Strategic Communication and Initiatives Service

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)

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.

APPROVED FOR:
Posting Admin clerics
Date Started: 9/25/2019
Date Finished: 10/17/2019
Approved by: [Signature]
Records Management Division