

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

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:

CIVIL SERVICE COMMISSION
Electronic copy to be submitted to the CSC HRD Office in MS Excel format
National Capital Region
CSFO-DENR

RECEIVED

By: _____
DATE: _____ DENR 7242EP-28 10:31AM

Miriam M. Marcelo
HRMO

Date: 28-Sep-22

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	Provincial Environment and Natural Resources Officer	PENRO-21-1998	26	₱113,891.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Quezon
2	Provincial Environment and Natural Resources Officer	PENRO-40-1998	26	₱113,891.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Maasin

*See Annex A for the functions and responsibilities of the positions.

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 October 8, 2022.

1. Signed application letter (specifying the Position Title, Item Number, and Office applied for and its date of publication);
2. Fully accomplished and signed Personal Data Sheet (PDS) and CS Form No. 212 or Work Experience Sheet (WES). PDS must include a recent passport-size picture and three (3) Character References (either a former supervisor/ professor/ anyone superior who has overseen the applicant's work and interpersonal abilities). WES can be downloaded at www.csc.gov.ph or www.denr.gov.ph;
3. Original copy of the authenticated Certificate of Eligibility/ Certificate of Registration, Rating and License (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS)

Proof of Eligibility:

- a. For RA 1080 eligibility - Professional license, Certificate of Registration, and Report of Rating
 - b. For other eligibilities - Certificate of Eligibility and Report of Rating;
4. Original copy of the authenticated Transcript of Records and Diploma (for graduate studies and post-graduate studies, if any);
 5. Certified copy of OPCR/DPCR/IPCR (January to June 2022) (for government employees only);
 6. Copies of Certificates of Training programs completed (supervisory/managerial training only); and
 7. Certificate of Employment from all previous employers/Service Record (for government employees)

ONLY QUALIFIED APPLICANTS WITH COMPLETE REQUIREMENTS AND SUPPORTING DOCUMENTS WILL BE CONSIDERED FOR THE ASSESSMENT.

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). Applicants will receive instructions, via email reply, on next steps regarding their application.

QUALIFIED APPLICANTS are advised to send through email their application to:

MIRIAM M. MARCELO

OIC Director, Human Resource Development Service

DENR C.O., Main Bldg., Visayas Ave., Diliman, Q.C.

penroassessment2021@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

INSTRUCTIONS TO PENRO APPLICANTS

1. Previous applicants need to re-submit their application via email. They shall likewise be required to fill out the Google Form to update their qualifications.
2. Please send your application letter **penroassessment2021@gamil.com**. Use your personal email account that cannot be accessed by another user in the office. The letter must be addressed to the Secretary, Maria Antonia Yulo Loyzaga.
3. Wait for a reply email that will send you the link to a Google Form. Please fill out the Google Form completely. You will need to upload the following documents so please be ready with their scan copy:
 - a. Personal Data Sheet
 - b. Work Experience Sheet (to include only positions/designations in supervisory/managerial capacity)
 - c. Authenticated copy of Transcript of Academic Records
 - d. Authenticated copy of Diploma
 - e. Authenticated copy of Certificate of Eligibility and Report of Rating
 - f. Authenticated copy of Professional license, Certificate of Registration and Report of Rating (if RA 1080 eligibility)
 - g. Updated Service Record (if government employee)
 - h. Copy of Special Orders on designation to supervisory/managerial position
 - i. Certified photocopy of OPCR/DPCR/IPCR (January to June 2022)
 - j. Certificates of Employment (if not government employee)
 - k. Declaration of Pendency/Non-Pendency of Case
4. Incomplete documents will mean disqualification from the assessment process.
5. A confirmation email will be sent to you upon clicking the SUBMIT button in the Google Form. If you do not receive a confirmation, it only means that you have not completed answering the form.
6. In the assessment process, you will need to be able to access your email on your own. You will also need to be familiar in using Zoom Cloud Meetings. Be ready with two devices for this purpose, both with web camera. You will likewise need a stable internet connection during the exam and interview.