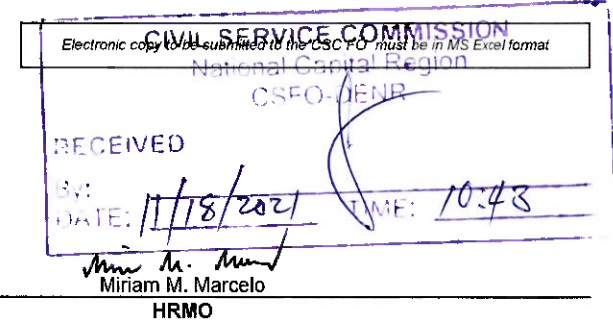


Republic of the Philippines
Department of Environment and Natural Resources
Request for Publication of Vacant Positions



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:

Date: 18-Nov-21

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-ATY5-17-1998	25	98,886.00	Bachelor of Laws/ Juris Doctor	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	RA 1080 (BAR)	Intermediate Level 1.) Partnership and Networking (Building Collaborative and Inclusive Working Relationships) 2.) People Performance Management (Managing Performance and Coaching for Results) 3.) Leading Change 4.) Strategic Leadership (Thinking Strategically and Creatively) 5.) People Development (Creating and Nurturing a High Performing Organization)	Claims and Conflicts Division, Legal Affairs Service
2	Administrative Officer IV	OSEC-DENRB-ADOF4-111-2014	15	33,575.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Office of the Secretary

*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 November 29, 2021.

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. Authenticated copy of proof of Eligibility (CSC, PRC, etc.) (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS)
Proofs of Eligibility if R.A. 1080: Authenticated copy of Professional license, Certificate of Registration, and Report of Rating;
4. Authenticated copy of Transcript of Records and Diploma;
5. Certified copy of IPCR (January to June 2021) (for government employees only);
6. Copies of Certificates of Training programs completed; and
7. Certificate of Employment from all previous employers/ Certified copy of Service Record

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:

RIC G. ENRIQUEZ, Ph.D., CESO III

Director, Human Resource Development Service

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

recruitmentdenrco@denr.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

POSITION DESCRIPTION OF VACANCIES

Period of publication: November 18-29, 2021

Deadline of application: November 29, 2021

Position : **Attorney V (SG-25)**
Division : **Claims and Conflicts Division**
Service : **Legal Affairs Service**

Functions and Responsibilities

1. Administers, directs, and supervises the staff in the performance of the functions of the Division and in developing the capability of the Division's staff;
2. Supervises and reviews the draft Decisions and Orders, involving claims and conflicts concerning the disposition, utilization, development, and exploration of public lands and natural resources;
3. Heads the Speed Docket Recovery Unit that organizes the ripening of cases for resolution;
4. Supervises and reviews proposed administrative issuances, proclamations, executive issuances, congressional measures and bills and the review of contracts and memoranda of agreement and understanding;
5. Supervises and reviews draft memoranda, action documents, and other correspondence;
6. Supervises and monitors the progress of legal research activities;
7. Provides inputs in the preparation of relevant guidelines and procedures;
8. Responsible for the preparation of periodic reports required from the Division; and
9. Performs other related duties as may be assigned by higher authority.

POSITION DESCRIPTION OF VACANCIES

Period of publication: November 18-29, 2021

Deadline of application: November 29, 2021

Position : **Administrative Officer IV (SG-15)**
Office : **Office of the Secretary**

Functions and Responsibilities

1. Keeps a daily schedule of activities for the Secretary;
2. Takes dictation and transcribes notes of official and private correspondence and speeches;
3. Arranges official appointment;
4. Interviews and screens callers and visitors;
5. Maintains confidential files and office records;
6. Transmits official documents of the office and request follow up if necessary; and
7. Performs other related duties as may be assigned by higher authority.