

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

Electronic copy to be submitted to the CSC EO must be in MS Excel format

CIVIL SERVICE COMMISSION
National Capital Region
OSFO-DENR

RECEIVED
By: MA. JOSEFINA S. ZANTUA
Sr. Human Resource Specialist

DATE: 20 SEP 2024 TIME: _____

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: 20-Sep-24

| 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 IV | OSEC-DENRB-ATY4-7-1998 | 23 | 83,659.00 | Bachelor of Laws/ Juris Doctor | 8 hours of relevant training | 2 years of relevant experience | R.A. 1080 (Bar) | | Internal Affairs Division, Legal Affairs Service |
| 2 | Attorney IV | OSEC-DENRB-ATY4-1-1998 | 23 | 83,659.00 | Bachelor of Laws/ Juris Doctor | 8 hours of relevant training | 2 years of relevant experience | R.A. 1080 (Bar) | | Claims and Conflicts Division, Legal Affairs Service |
| 3 | Attorney IV | OSEC-DENRB-ATY4-2-2019 | 23 | 83,659.00 | Bachelor of Laws/ Juris Doctor | 8 hours of relevant training | 2 years of relevant experience | R.A. 1080 (Bar) | | Legal Crisis Prevention and Management Division, Legal Affairs Service |
| 4 | Internal Auditor IV | OSEC-DENRB-IAUD4-5-2008 | 22 | 74,836.00 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service Professional/ Second Level Eligibility | | Operations Audit Division, Internal Audit Service |

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| 5 | Internal Auditor II | OSEC-DENRB-IAUD2-7-2008 | 15 | 38,413.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Operations Audit Division, Internal Audit Service |
| 6 | Internal Auditor I | OSEC-DENRB-IAUD1-8-2008 | 11 | 28,512.00 | Bachelor's degree relevant to the job | None required | None required | Career Service Professional/ Second Level Eligibility | | Operations Audit Division, Internal Audit Service |
| 7 | Statistician I | OSEC-DENRB-STAT1-1-1998 | 11 | 28,512.00 | 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 | Statistician I | OSEC-DENRB-STAT1-34-1998 | 11 | 28,512.00 | 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 |
| 9 | Statistician I | OSEC-DENRB-STAT1-33-1998 | 11 | 28,512.00 | 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 |
| 10 | Asisstant Statistician | OSEC-DENRB-ASTAT-29-2014 | 9 | 22,219.00 | Completion of two year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Relevant MC 11, s. 1996 Career Service Sub-professional / First Level Eligibility | | Statistics and Data Resource Management Division, Knowledge and Information Systems Service |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 11 | Information Systems Analyst II | OSEC-DENRB-INFOA2-2-1998 | 16 | 41,616.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Information Systems Division, Knowledge and Information Systems Service |
| 12 | Information Systems Analyst II | OSEC-DENRB-INFOA2-112-2014 | 16 | 41,616.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Information Systems Division, Knowledge and Information Systems Service |
| 13 | Computer Programmer II | OSEC-DENRB-COMPRO2-34-2014 | 15 | 38,413.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Information Systems Division, Knowledge and Information Systems Service |
| 14 | Information Systems Analyst II | OSEC-DENRB-INFOA2-1-1998 | 16 | 41,616.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Network Infrastructure Management Division, Knowledge and Information Systems Service |
| 15 | Information Systems Analyst II | OSEC-DENRB-INFOA2-111-2014 | 16 | 41,616.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Network Infrastructure Management Division, Knowledge and Information Systems Service |
| 16 | Computer Programmer II | OSEC-DENRB-COMPRO2-1-1998 | 15 | 38,413.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional/ Second Level Eligibility | | Network Infrastructure Management Division, Knowledge and Information Systems Service |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 17 | Administrative Assistant III | OSEC-DENRB-ADAS3-126-2014 | 9 | 22,219.00 | Completion of two year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Relevant MC 11, s. 1996 Career Service Sub-professional / First Level Eligibility | | Network Infrastructure Management Division, Knowledge and Information Systems Service |

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 September 30, 2024.
Submit all requirements in pdf format.

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. Include all relevant work experiences in the WES;
3. 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 (practice of profession): Valid Professional license and Report/Certificate of Rating
R.A. 1080 (not practice of profession): Report/Certificate of Rating
if Bar passer: Supreme Court of the Philippines-issued Certificate of Membership in the Philippine Bar
4. Authenticated copy of Transcript of Records and Diploma (submit all that applies: HS Diploma, Bachelor's, Master's, Doctorate, Diploma course, Certificate course, etc.)
if ongoing or not completed: True Copy of Grades (showing no. of units earned) signed by the Registrar;
5. HR-certified copy of IPCR (January to June 2024) (for government employees only);
6. Copies of Certificates of Training programs completed; and
7. Certificate of Employment from all previous employers/ Copy of Service Record if government employee

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:

OIC DIR. MIRIAM M. MARCELO

 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.