

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

CIVIL SERVICE COMMISSION
National Capital Region
CSFO-DENR

RECEIVED

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By: _____
DATE: May TIME: _____

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:

M. M. Marcelo
MIRIAM M. MARCELO
HRMO

Date: _____

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	Statistician V	OSEC- DENRB- STAT5-127- 2014	24	83,406.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hrs of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional Second level eligibility	<p>Building Collaborative and Inclusive Working Relationship: (Intermediate) Core Description: Builds partnership and networks to deliver or enhance work outcomes.</p> <p>Managing Performance and Coaching for Results: (Intermediate) Description: Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individual or groups using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p>	Statistics and Data Resource Management Division, Knowledge and Information Systems Service

Statistician V	<p>Leading Change (Intermediate) Description: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</p>	Statistics and Data Resource Management Division, Knowledge and Information Systems Service
	<p>Thinking Strategically and Creatively: (Intermediate) Description: Creates or defines goals and initiative based on how one can support extend or align to the goals of ones department or functional area.</p>	
	<p>Creating and Nurturing a High Performing Organization: (Intermediate) Description: Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	

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 31 May 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 2018 and July to December 2018) (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:

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