

**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, REGION V, RAWIS, LEGAZPI CITY**  
**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the vacant positions, which are authorized to be filled, at the Department of Environment and Natural Resources, Region V, Legazpi City in the CSC website:

**ELIZABETH B. IBAY**

OIC, Personnel Section

Date: **October 13, 2020**

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	CHIEF ADMINISTRATIVE OFFICER - 24	OSEC-DENRB-CADOF-59-2014	24	85,074	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	Managing performance and coaching for results, Leading Change, Thinking strategically and creatively, Creating and nurturing a high performing organization.	PENRO Albay
2	ECOSYSTEMS MANAGEMENT SPECIALIST II - 15	OSEC-DENRB-ECOMS2-208-1998	15	32,053	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		PENRO Albay
3	SPECIAL INVESTIGATOR I - 11	OSEC-DENRB-SPI1-195-1998	11	22,316	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PENRO Albay
4	ADMINISTRATIVE OFFICER 1 - 10 (Cashier)	OSEC-DENRB-ADOF1-145-2004	10	20,219	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		PENRO Albay
5	ADMINISTRATIVE AIDE VI - 06	OSEC-DENRB-ADA6-383-2014	6	15,524	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Prof)/First Level Eligibility		PENRO Albay
6	CARTOGRAPHER I - 06	OSEC-DENRB-CGR1 -251-1998	6	15,524	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course	None Required	None Required	Cartographer (Category II of CSC MC No. 10 s. 2013)		PENRO Albay
7	FOREST RANGER - 04	OSEC-DENRB-FOR A-502-1998	4	13,807	High School Graduate	None required	None required	None required		PENRO Albay

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8	ECOSYSTEMS MANAGEMENT SPECIALIST I - 11	OSEC-DENRB-ECOMS1-151-2014	11	22,316	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		CENRO Guinobatan
9	FORESTER I - 11	OSEC-DENRB-FORST1-403-1998	11	22,316	Bachelor's degree in Forestry	None required	None required	RA 1080 (Forester)		CENRO Guinobatan
10	ECOSYSTEMS MANAGEMENT SPECIALIST II - 15	OSEC-DENRB-ECOMS2-206-1998	15	32,053	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		CENRO Guinobatan
11	ADMINISTRATIVE AIDE VI - 06	OSEC-DENRB-ADA6-388-2014	6	15,524	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Prof)/First Level Eligibility		CENRO Guinobatan
12	ADMINISTRATIVE AIDE VI - 06	OSEC-DENRB-ADA6-164-2004	6	15,524	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Prof)/First Level Eligibility		CENRO Guinobatan
13	ADMINISTRATIVE AIDE VI - 06	OSEC-DENRB-ADA6-387-2014	6	15,524	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Prof)/First Level Eligibility		CENRO Guinobatan

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 **October 28, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period**;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of certificate of trainings

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

**IMELDA D. BALTAZAR**

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PENR Officer

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PENRO Albay

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCEPTED. ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE SCREENED.**