

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION

National Capital Region

To: CIVIL SERVICE COMMISSION (CSC)

REC 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:

By: _____
DATE: 10/8/19

Rowena C. Medalla
ROWENA C. MEDALLA
HRMO

Date: 08-Oct-19

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-ATY4-8-2014	23	73811	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		DENR-NCR-Legal Division
2	ATTORNEY III	OSEC-DENRB-ATY3-30-1998	21	57805	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		DENR-NCR-Legal Division
3	FORESTER II	OSEC-DENRB-FORST2-43-2014	15	30531	Bachelor's Degree in Forestry	4 hours of relevant training	1 year of relevant experience	RA 1080		DENR-NCR-Licenses, Patents and Deeds Division
4	ADMINISTRATIVE ASSISTANT II	OSEC-DENRB-ADAS2-199-2004	8	16758	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) /First Level Eligibility		DENR-NCR-Office of the Regional Director

This Office encourages all interested applicants including persons with disability (PWD), members of indigenous communities and those from any Sexual Orientation and Gender Identities (SOGI) to apply for the above vacant 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 24, 2019.

1. Application Letter (specify the position applying for)
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017 and Work Experience Sheet) which can be downloaded at www.csc.gov.ph
3. Original copy of the authenticated Certificate of Eligibility/Rating/License

Proof of Eligibility:

- a. For position involving practice of profession - **Valid professional license**
- b. For position **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. Performance rating **in the last rating period** (if applicable)
6. Photocopy of Certificates of Training programs completed.
7. Original copy of Valid NBI Clearance (Applicable for entrants or reemployment in government service)
8. Original copy of PSA-issued Certificate of Live Birth (Applicable for entrants or reemployment in government service)
9. Original copy of PSA-issued of Marriage Certificate, if applicable
10. Certificate of Employment from all previous employers (if not government employee) / Original Service Record (for government employees)

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

JAN S. BAUTISTA
Chief Administrative Division
National Ecology Center, East Ave., Diliman Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION National Capital Region CSCRO-DENR	
RECEIVED	
By: <u>Mangun</u>	
DATE: <u>10/8/19</u>	TIME: _____