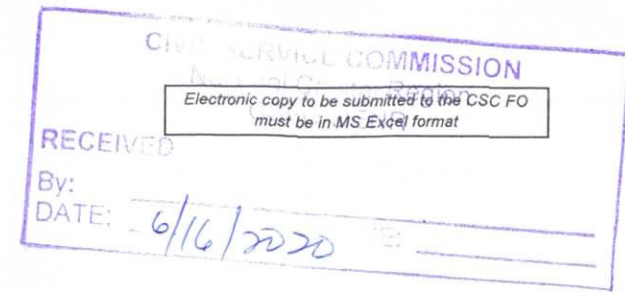


Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Request for Publication of Vacant Positions



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:

Rowena C. Medalla
ROWENA C. MEDALLA
HRMO

Date: 16-Jun-20

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	INFORMATION SYSTEMS ANALYST II	OSEC-DENRB-INFOSA2-5-1998	16	35106	Bachelors degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		DENR-NCR Planning and Management and Division
	ADMINISTRATIVE OFFICER V	OSEC-DENBR-ADOF5-79-2004	18	42159	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		DENR-NCR Administrative Division
2	ADMINISTRATIVE OFFICER I	OSEC-DENRB-ADOF1-172-2004	10	20219	Bachelors degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility		DENR-NCR Administrative Division
3	ATTORNEY IV	OSEC-DENRB-ATY4-8-2014	23	75359	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		DENR-NCR-Legal Division
4	ATTORNEY III	OSEC-DENRB-ATY3-30-1998	21	59353	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		DENR-NCR-Legal Division
5	ATTORNEY III	OSEC-DENRB-ATY3-32-1998	21	59353	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		DENR-NCR-Legal Division
6	ATTORNEY III	OSEC-DENRB-ATY3-33-1998	21	59353	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		DENR-NCR-Legal Division
7	ATTORNEY II	OSEC-DENRB-ATY2-11-2014	18	42159	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)		DENR-NCR-Legal Division
8	ATTORNEY II	OSEC-DENRB-ATY2-20-1998	18	42159	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)		DENR-NCR-Legal Division
9	LEGAL ASSISTANT II	OSEC-DENRB-LEA2-19-1998	12	24495	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service (Professional)/ Second Level Eligibility		DENR-NCR-Legal Division

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 July 02, 2020.

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/email their application to:


JAN S. BAUTISTA

Chief Administrative Division

National Ecology Center, East Ave., Diliman Quezon City

recruitment.ncr.denr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.