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DENR MEMORANDUM CIRCULAR
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SUBJECT : ADOPTION OF COMPETENCY PROFILES OF CERTAIN POSITIONS IN THE DENR CENTRAL OFFICE

Pursuant to DENR Memorandum Circular No. 2018-01 dated 18 January 2018 on the Adoption of the DENR Competency-Based System (CBS) Manuals for Support and Technical Positions in the Central Office, Regional Offices and Bureaus, and in line with Memorandum Circular No. 03, series of 2012 of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management, the following competency profiles of certain positions in the DENR Central Office are hereby adopted.

1. Offices of the Secretary, Undersecretaries, Assistant Secretaries and Service Directors
 - EO1 – Environment and Natural Resources Policy Research and Formulation
 - EO2 – Executive Assistance Skills
 - EO3 – Customer Assistance and Request Handling
 - EO4 – Motor Pool Services Management
2. Legal Crisis Prevention and Management Division (LCPMD), Legal Affairs Service
 - LA1 – Skills in Legal Research
 - LA2 – Management and Disposition of ENR Appealed Cases and Other Legal Concerns
 - LA3 – Litigation
 - LA4 – Legal Counseling and Alternative Dispute Resolution
 - LA5 – Investigation and Disposition of Administrative Complaints
3. Climate Change Service (CCS)
 - CCS1 – Climate Change Information Management and Administration
 - CCS2 - Management of International Commitment and Agreements related to Climate Change
 - CCS3 – Capability Building on Climate Change Mitigation and Adaptation
 - CCS4 – Climate Change Mitigation and Adaptation Policy Formulation
 - CCS5 - Climate Change Mainstreaming and Integration
4. Pasig River Coordinating and Management Office (PRCMO)
 - EE1 – Linkaging and Networking (Technical Cooperation, Inter-Agency Committees)
 - EE2 – Policy Research and development on Ecological Solid Waste Management
 - EE3 – Training and Information Dissemination on Ecological Solid Waste

Management

- EE4 – Implementation of Programs and Projects on Ecological Solid Waste Management
- EE5 – Solid Waste Monitoring and Assessment
- WQWM1 – Water Quality Management
- WQWM2 – Monitoring and Evaluation of Compliance of Facilities or Establishments
- WQWM3 – Environmental Research Generation
- WQWM4 – Collection of Water Samples
- WQWM5 – Collection of Environmental Data
- WQWM6 – Data Analysis and Interpretation
- WQWM7 – Documentation and Dissemination of Results
- WQWM8 – Equipment Maintenance and Calibration
- EP1 – Environmental Planning, Programming and Evaluation
- EP2 – Project Monitoring

The aforementioned competency profiles will form part of the updated CBS Manuals, and shall serve as a tool in hiring, developing, evaluating, rewarding, career pathing and succession planning of employees under the said offices. The required proficiency level for each position is summarized in the position profiles.

Supplementary or clarificatory issuance/s shall be issued when needed.

This Circular takes effect immediately.

ROY A. CIMATU
Secretary

