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NOTICE OF MEETING

03 JUN 2021

TO : **The Regional Director**
MGB Regions 2, 3, 8, 10 and 11

The Chief
Planning, Policy and International Affairs Division
MGB Central Office

The Chief
Administrative Division
MGB Central Office

The Unit Head
Planning and Human Resources
MGB Regions 2, 3, 8, 10 and 11

FROM : **The Director**
Human Resource Development Service


SUBJECT : **CONSULTATIVE MEETING TO DEVELOP COMPETENCY PROFILES FOR DIRECTOR II OF MINES AND GEOSCIENCES BUREAU (MGB)**

This has reference to the updating of the DENR Competency-Based Manuals this year which covers all offices and employees holding 1st and 2nd level positions including those holding salary grade 26. As part of the continuous improvement and expanded implementation of the said system in the Department, we are exploring the possibility of developing competency profiles for Director II positions of MGB.

The Human Resource Development Service through the Career Development Division would like to request for an online exploratory meeting to identify and propose functional competencies that are highly significant to the technical and managerial role of Director II position in both offices. The meeting will be held on 15 June 2021, Tuesday, 9:00 am to 12:00 pm **via Zoom**; the link will be sent to your email.

For initial review, attached are lists of the existing functional competencies for technical and support positions, and an electronic copy of the CBS manuals in pdf format will be sent to your respective email as detailed reference. The proposed functional competencies will be identified and discussed during the meeting.

Your support and cooperation are hereby enjoined.


RIC G. ENRIQUEZ, PhD, CESO III

LIST OF FUNCTIONAL COMPETENCIES OF SUPPORT AND TECHNICAL POSITIONS – MGB CENTRAL OFFICE AND REGIONAL OFFICES

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