



Republic of the Philippines  
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**NOV 15 2021**

**MEMORANDUM**

**FOR/TO :** **The Undersecretary**  
Attached Agencies, Mining and Muslim Affairs

**The Assistant Secretary**  
Finance, Information Systems and Mining Concerns

**The Bureau Director**  
Mines and Geosciences Bureau

**ATTENTION :** **All Regional Directors**  
MGB Regions CAR, 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12 & 13

**FROM :** **The Undersecretary**  
Legal, Administration, Human Resources and Legislative Affairs

**SUBJECT :** **VALIDATION OF PROPOSED COMPETENCY PROFILES  
FOR DIRECTOR II POSITION IN MINES AND  
GEOSCIENCES BUREAU (MGB)**

In line to the Department's efforts to strengthen the implementation and expansion of its competency-based system, the relevance of developing competency profiles for Director II, which is a third level position in MGB, was found deemed necessary. Due to highly specialized and regulatory nature of MGB functions, mission critical functional competencies are needed to accomplish complex actions and processes. These competencies shall be the bases for assessment of internal talents, and developing interventions to acclimate both incoming "inorganic" and internal appointees to these offices.

Consultative (online) meetings with the objectives to: (1) identify functional competencies relevant and critical to the role of Director II position; and (2) develop competency profiles of the position for development planning, career pathing and succession planning, were conducted on 15 June 2021. Selected Director II incumbents from MGB (Regions 2, 3, 8 10 and 11), who were also finalists of the Environmental Awards for Governance and Leadership Excellence of the Department, accompanied by their respective planning and HR officers and those from the Central Office, were invited.

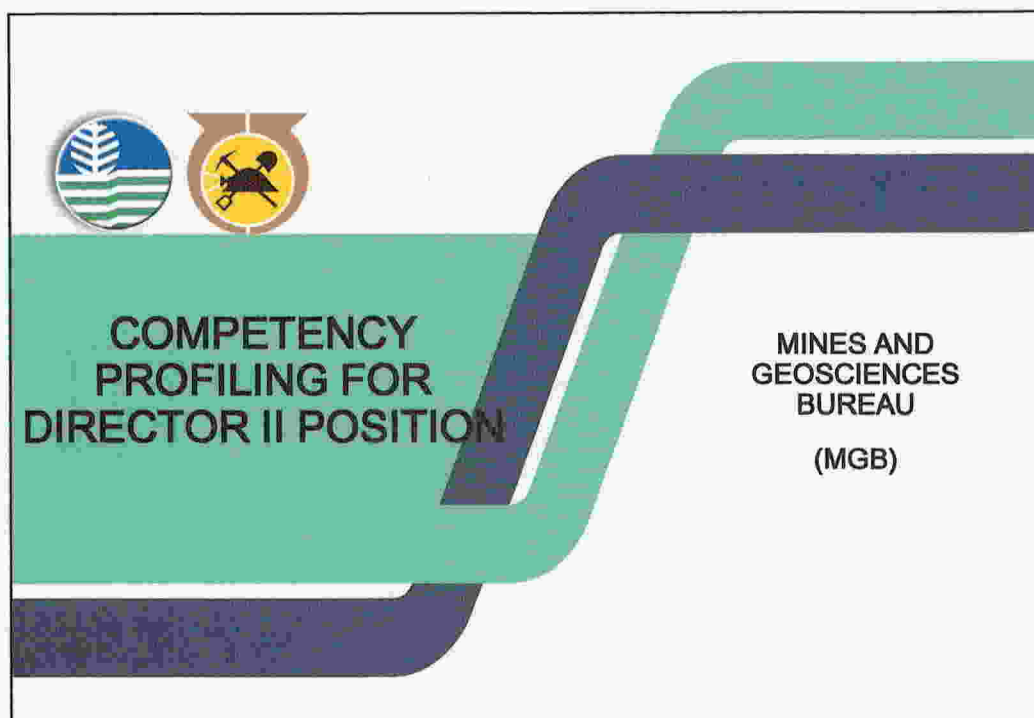
All invited position holders agreed to have functional competencies. A poll and deliberation of results were conducted to narrow down the list of pre-identified competencies. Further analysis includes filtering and clustering of the competencies by relevance, common theme, progressive/development and element. The proposed functional competencies with the title and description are as follows:

<b>MINES AND GEOSCIENCES BUREAU</b>	
TITLE	DESCRIPTION
<b>Mining Tenements Management</b>	The ability to recall the Philippine mining policies and use these with mining analytics to ensure acceptability of mining projects; objective evaluation of mining complaints/cases/conflicts; and monitor compliance of mining permits/contracts/leases and claims with the terms and conditions of the mining contracts/permits/agreements/patents.
<b>Mine Safety, Environment and Social Development</b>	The ability to establish best practices in mine safety and health management, social/community development and management, and mine environmental and rehabilitation management.
<b>Mining Technology</b>	The ability to describe the over-all aspect of small-scale mining (SSM) development, quarrying operations and management including provision of technical assistance to SSM stakeholders.

We encourage your inputs/comments on this matter, and hear it during the validation. In view of the foregoing, we would like to invite the **Regional Directors** for an online validation on 18 November 2021, Thursday, at 9:00 AM onwards via Zoom, which will be facilitated by the Human Resource Development Service, Career Development Division; the link will be coordinated to respective HR unit.

Your support and cooperation are hereby enjoined.

  
**ATTY. ERNESTO D. ADOBO, JR., CESO I**



<b>MGB TECHNICAL COMPETENCIES</b>	<b>RETAIN</b>	
	<b>YES</b>	<b>NO</b>
MRO1 - Mining Project Technical Evaluation	5	0
MRO2 - Mining Investigation and Technical Assistance	5	0
MRO3 - Mining Project Monitoring	5	0
MRO4 - Mining/Exploration Database Management	3	2
MRO5 - Mineral Rights Management System	3	2
MRO6 - Geodetic Survey Management	3	2
MRO7 - Ore Reserves Inventory and Validation of Mining Projects	4	2
MRO8 - Assistance in the Operationalization of P/CMR Band Declaration of Minahang Bayan (MB) or People's Small Scale Mining Area (PSSMA)	4	1
MRO9 - Assessment of Potential and Existing Mineral Reservation Areas	3	3
MRO10 - Quadrangle Geological Mapping	4	2

MGB TECHNICAL COMPETENCIES	RETAIN	
	YES	NO
MRO11 - Mineral Resources Assessment and Characterization	2	3
MRO12 - Geohazard and Engineering Geological Assessment	2	3
MRO13 - Hydrogeological Assessment	3	2
MRO14 - Digital Geologic Information and Database System Management	2	3
MRO15 - Laboratory Analyses and Services	0	5
MRO16 - Study on Small-Scale Mining and Quarrying Operations	5	
MRO17 - Mine Safety and Health Management	5	1
MRO18 - Social/Community Development and Management	4	1
MRO19 - Mine Environmental Management	4	1
MRO20 - Planning, Programming and Monitoring	5	0

MGB TECHNICAL COMPETENCIES	LEVEL				
	B	I	A	S	NA
MRO1 - Mining Project Technical Evaluation	2	2	0	1	0
MRO2 - Mining Investigation and Technical Assistance	1	1	2	1	0
MRO3 - Mining Project Monitoring	0	0	4	1	0
MRO4 - Mining/Exploration Database Management	1	0	3	0	1
MRO5 - Mineral Rights Management System	2	0	1	1	1
MRO6 - Geodetic Survey Management	2	0	1	1	1
MRO7 - Ore Reserves Inventory and Validation of Mining Projects	3	0	2	1	0
MRO8 - Assistance in the Operationalization of P/CMR Band Declaration of Minahang Bayan (MB) or People's Small Scale Mining Area (PSSMA)	3	0	0	1	1
MRO9 - Assessment of Potential and Existing Mineral Reservation Areas	1	0	2	0	3
MRO10 - Quadrangle Geological Mapping	2	0	1	1	2
MRO11 - Mineral Resources Assessment and Characterization	1	0	1	0	3
MRO12 - Geohazard and Engineering Geological Assessment	1	0		1	3
MRO13 - Hydrogeological Assessment	2	0	1	0	2
MRO14 - Digital Geologic Information and Database System Management	1	0	0	1	3
MRO15 - Laboratory Analyses and Services	0	0	0	0	5
MRO16 - Study on Small-Scale Mining and Quarrying Operations	3	0	1	1	0
MRO17 - Mine Safety and Health Management	0	0	5	0	1
MRO18 - Social/Community Development and Management	2	0	1	1	1
MRO19 - Mine Environmental Management	0	1	2	1	1
MRO20 - Planning, Programming and Monitoring	1	0	1	3	0

## FINDINGS

- Functional competencies with solid (5/5) “YES” votes were:
  - a. MRO1 - Mining Project Technical Evaluation (B-2; I-2)
  - b. MRO2 - Mining Investigation and Technical Assistance (B-1; I-1; A-2; S-1)
  - c. MRO3 - Mining Project Monitoring (A-4; S-1)
  - d. MRO16 - Study on Small-Scale Mining and Quarrying Operations (B-3; A-1; S-1)
  - e. MRO17 - Mine Safety and Health Management (A-5)
  - f. MRO20 - Planning, Programming and Monitoring (B-1; A-1; S-3)

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## FINDINGS

- Functional competencies with 4 “YES” votes/5 were:
  - a. MRO8 - Assistance in the Operationalization of P/CMRB and Declaration of Minahang Bayan (MB) or People’s Small Scale Mining Area (PSSMA) (B-3; S-1; NA-1)
  - b. MRO10 - Quadrangle Geological Mapping (B-2; A-1; S-1; NA-1)
  - c. MRO18 - Social/Community Development and Management (B-2; A-1; S-1; NA-1)
  - d. MRO19 - Mine Environmental Management (I-1; A-2; S-1; NA-1)

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## FINDINGS

- Functional competencies with 3 “YES” votes/5 were:
  - a. MRO4 - Mining/Exploration Database Management (B-1; A-3; NA-1)
  - b. MRO5 - Mineral Rights Management System (B-2; A-1; S1; NA-1)
  - c. MRO6 - Geodetic Survey Management (B-2; A-1; S-1; NA-1)
  - d. MRO7 - Ore Reserves Inventory and Validation of Mining Projects (B-3; A-2; S-1)
  - e. MRO9 - Assessment of Potential and Existing Mineral Reservation Areas (B-1; A-2; NA-3)
  - f. MRO13 - Hydrogeological Assessment (B-2; A-1; NA-2)

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## FINDINGS

- Functional competencies with 2 “YES” votes/5 were:
  - a. MRO11 - Mineral Resources Assessment and Characterization (B-1; A-1; NA-3)
  - b. MRO12 - Geohazard and Engineering Geological Assessment (B-1; S-1; NA-3)
  - c. MRO14 - Digital Geologic Information and Database System Management (B-1; S-1; NA-3)

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FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	KEY CONCEPTS + voted proficiency level
MRO1 - Mining Project Technical Evaluation	The ability to evaluate, review, analyze, appraise and ascertain the acceptability of mining applications intended for mining projects.	<ul style="list-style-type: none"> <li>Mandatory acceptance and other requirements/procedures/issues and concerns for mining applications (permits)</li> <li>Mining laws, rule and regulations</li> </ul>
MRO2 - Mining Investigation and Technical Assistance	The ability to investigate complaints/cases/conflicts and other mining related issues and concerns.	<ul style="list-style-type: none"> <li>Mining complaints (issues and concerns and investigation process);</li> <li>Mining related environment/forestry/land laws, rules and concepts;</li> </ul>
MRO3 - Mining Project Monitoring	The ability to verify, validate and assess compliance of Mining Permits/Contracts/Leases/Claims/ with the terms and conditions of their mining contracts/permits/agreements/patents.	<ul style="list-style-type: none"> <li>RA 7942 and EO79</li> <li>Leads mining project monitoring activities</li> <li>Conduct of technical conference with mining companies any critical observations /findings resulting from the monitoring</li> </ul>
MRO16 - Study on Small-Scale Mining and Quarrying Operations	The ability to conduct study on the overall aspects of small-scale mining and quarrying operations, mining rules and regulations; assessment of Mercury (Hg) and Cyanide (CN) contamination of rivers and creeks, human body effects and policies in coordination with the LGU's and small-scale management.	<ul style="list-style-type: none"> <li>Mining operations;</li> <li>Rules and regulation on <b>small-scale mining (SSM)</b>;</li> <li>Effects/policies on environmental, safety, health and social aspects of SSM</li> <li>Everything about SSM (project evaluation, coordination with LGUs, inventory assessment)</li> </ul>
MRO17 - Mine Safety and Health Management	The ability to undertake mine occupational safety and health planning, monitoring, audit, policy and technical research advocacy on and promotion of best practices in mine occupational safety and health management.	<ul style="list-style-type: none"> <li>Conduct of mine safety and health management activities, including policies, research on innovative safety and health technologies, IEC, explosives</li> </ul>
MRO20 - Planning, Programming and Monitoring	The ability to: (1) determine scheme/strategy to effectively implement specific projects/activities in a given period in accordance with the MGB's thrust priorities, and budget appropriation; (2) evaluate the operations activities using output/outcome indicators towards achieving the mandate of the MGB; and (3) identify and recommend projects for funding	<ul style="list-style-type: none"> <li>Formulates plans, programs and policies on MGB planning, programming and monitoring activities. (More on leadership).</li> </ul>

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	KEY CONCEPTS + voted proficiency level
MRO8 - Assistance in the Operationalization of P/CMRB and Declaration of Minahang Bayan (MB) or People's Small Scale Mining Area (PSSMA)	The ability to conduct the activities required in the operationalization of the P/CMRB and in the declaration of certain areas as Minahang Bayan or People's Small-Scale Mining Areas (PSSMA), as provided in RA 7076 and DAO 2015-03, the Revised Implementing Rules and Regulations of RA 7076 or the Peoples Small Scale Mining Act of 1991.	<ul style="list-style-type: none"> <li>Mining rules and regulation on SSM;</li> <li>RA 7076 and DAO 2015-03</li> </ul>
MRO10 - Quadrangle Geological Mapping	The ability to conduct geological mapping, integrating lithological, stratigraphic and structural mapping.	<ul style="list-style-type: none"> <li>Geology, map drafting, computer and geological equipment operation;</li> <li>Makes maps, geological notes and reports.</li> </ul>
MRO18 - Social/Community Development and Management	The ability to undertake social/community development planning, monitoring, audit, policy and technical research and advocacy and promotion of best practices in social/community development and management.	<ul style="list-style-type: none"> <li>Environmental laws, rules and regulations;</li> <li>Social/community development and management programs and plans</li> </ul>
MRO19 - Mine Environmental Management	The ability to undertake mine environmental and rehabilitation planning, monitoring, audit, policy and technical research advocacy on and promotion of best practices in mine environmental and rehabilitation management	<ul style="list-style-type: none"> <li>Mining engineering practices;</li> <li>Environmental standards, guidelines and procedures;</li> <li>Routine environmental and rehabilitation and management reports/issues and concerns</li> <li>Monitoring exploration of large- medium and small-scale mining</li> <li>Assessment of abandoned / inactive mines as regards to implementation of rehabilitation measures.</li> </ul>

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	KEY CONCEPTS + voted proficiency level
MRO4 - Mining/Exploration Database Management	The ability to secure, update, operate, maintain and ensure accessibility of mining/exploration database information system from mining projects.	<ul style="list-style-type: none"> <li>Managing mining data</li> <li>Mining information systems</li> <li>Mining database management</li> </ul>
MRO5 - Mineral Rights Management System	The ability to manage mining tenements information systems (MTIS) used in conjunction to mineral rights administration/management	<ul style="list-style-type: none"> <li>Almost same as a above but with a specific system which is the mining tenements information systems.</li> <li>Mining rights management system (MRMS) activities.</li> </ul>
MRO6 - Geodetic Survey Management	The ability to undertake survey, evaluate, determine and analyze matters involving mining tenements.	<ul style="list-style-type: none"> <li>Geodetic survey and application of Philippines Reference System of 1992</li> <li>RA 7076, 7942 and 8576 and EO No. 79</li> <li>Mining tenement control maps</li> </ul>
MRO7 - Ore Reserves Inventory and Validation of Mining Projects	The ability to manage mining tenements information systems (MTIS) used in conjunction to mineral rights administration/management	<ul style="list-style-type: none"> <li>Ore reserves inventory and validation of mining projects activities</li> </ul>
MRO9 - Assessment of Potential and Existing Mineral Reservation Areas	The ability to assess potential and existing mineral reservation area	<ul style="list-style-type: none"> <li>Not applicable for Director II position per slide #7</li> </ul>
MRO13 - Hydrogeological Assessment	The ability to conduct hydrogeological mapping using geological and geophysical techniques to assess groundwater resources.	<ul style="list-style-type: none"> <li>Hydrogeological assessment activities</li> </ul>

**Per MGB Central Office functional competencies for technical positions**

MINING TENEMENTS MANAGEMENT	MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT	MINING TECHNOLOGY
Mining Project Technical Evaluation	Mine Safety and Health Management	Mine Technology Development
Mining Project Technical Audit	Social/Community Development and Management	Mineral Reserves Inventory
Mining/Exploration Database Management	Mine Environmental and Rehabilitation Management	Small-Scale Mining Development
Mineral Rights Management System		Mine Evaluation and Enforcement
Geodetic Survey Management		



**Hence,**

FUNCTIONAL COMPETENCIES	KEY CONCEPTS	PROPOSED COMPETENCY
MRO1 - Mining Project Technical Evaluation	<ul style="list-style-type: none"> <li>Mandatory acceptance and other requirements/procedures/issues and concerns for mining applications (permits)</li> <li>Mining laws, rule and regulations</li> </ul>	<b>MINING TENEMENTS MANAGEMENT</b>
MRO2 - Mining Investigation and Technical Assistance	<ul style="list-style-type: none"> <li>Mining complaints (issues and concerns and investigation process;</li> <li>Mining related environment/forestry/land laws, rules and concepts;</li> </ul>	
MRO3 - Mining Project Monitoring	<ul style="list-style-type: none"> <li>RA 7942 and EO79</li> <li>Leads mining project monitoring activities</li> <li>Conduct of technical conference with mining companies any critical observations /findings resulting from the monitoring</li> </ul>	
MRO4 - Mining/Exploration Database Management	<ul style="list-style-type: none"> <li>Managing mining data</li> <li>Mining information systems</li> <li>Mining database management</li> </ul>	
MRO5 - Mineral Rights Management System	<ul style="list-style-type: none"> <li>Almost same as a above but with a specific system which is the mining tenements information systems.</li> <li>Mining rights management system (MRMS) activities.</li> </ul>	
MRO6 - Geodetic Survey Management	<ul style="list-style-type: none"> <li>Geodetic survey and application of Philippines Reference System of 1992</li> <li>RA 7076, 7942 and 8576 and EO No. 79</li> <li>Mining tenement control maps</li> </ul>	
Date	Your Footer Here	3.3

**Hence,**

FUNCTIONAL COMPETENCIES	KEY CONCEPTS	PROPOSED COMPETENCY
MRO17 - Mine Safety and Health Management	<ul style="list-style-type: none"> <li>Conduct of mine safety and health management activities, including policies, research on innovative safety and health technologies, IEC, explosives</li> </ul>	<b>MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT</b>
MRO18 - Social/Community Development and Management	<ul style="list-style-type: none"> <li>Environmental laws, rules and regulations;</li> <li>Social/community development and management programs and plans</li> </ul>	
MRO19 - Mine Environmental Management	<ul style="list-style-type: none"> <li>Environmental laws, rules and regulations;</li> <li>Social/community development and management programs and plans</li> </ul>	

Hence,

FUNCTIONAL COMPETENCIES	KEY CONCEPTS	PROPOSED COMPETENCY
MRO16 - Study on Small-Scale Mining and Quarrying Operations	<ul style="list-style-type: none"> <li>Mining operations;</li> <li>Rules and regulation on <b>small-scale mining (SSM)</b>;</li> <li>Effects/policies on environmental, safety, health and social aspects of SSM</li> <li>Everything about SSM (project evaluation, coordination with LGUs, inventory assessment)</li> </ul>	<b>MINING TECHNOLOGY</b>
MRO8 - Assistance in the Operationalization of P/CMRB and Declaration of Minahang Bayan (MB) or People's Small Scale Mining Area (PSSMA)	<ul style="list-style-type: none"> <li>Mining rules and regulation on SSM;</li> <li>RA 7076 and DAO 2015-03</li> </ul>	
MRO10 - Quadrangle Geological Mapping	<ul style="list-style-type: none"> <li>Geology, map drafting, computer and geological equipment operation;</li> <li>Makes maps, geological notes and reports.</li> </ul>	
MRO7 - Ore Reserves Inventory and Validation of Mining Projects	<ul style="list-style-type: none"> <li>Geology, map drafting, computer and geological equipment operation;</li> <li>Makes maps, geological notes and reports.</li> </ul>	

PROPOSED  
COMPETENCY  
TITLE AND  
STATEMENT

## **MINING TENEMENTS MANAGEMENT**

The ability to recall the Philippine mining policies and use these with mining analytics to ensure acceptability of mining projects; objective evaluation of mining complaints/cases/conflicts; and monitor compliance of mining permits/contracts/leases and claims with the terms and conditions of the mining contracts/permits/agreements/patents.

## **MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT**

The ability to establish best practices in mine safety and health management, social/community development and management, and mine environmental and rehabilitation management.

Date

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## MINING TECHNOLOGY

The ability to describe the over-all aspect of small-scale mining (SSM) development, quarrying operations and management including provision of technical assistance to SSM stakeholders.

# Thank You!



Holding hands Reaching out with compassion Developing people Serving with excellence