



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR/TO : ALL HEADS OF OFFICE
DENR Central Office

FROM : THE UNDERSECRETARY
Organizational Transformation and Human Resources

SUBJECT : **ADDITIONAL POSITIONS FOR CONTRACTS OF SERVICE**

DATE : JAN 31 2024

Upon request of offices concerned, additional positions for Contracts of Service are hereby authorized. These are listed in the attached supplemental salary table.

The hiring of individuals for these positions shall be guided by the procedures and requirements provided in Memorandum dated 17 November 2023 on the Guidelines for the Hiring/Renewal of Contracts of Service for the period covering January to June 2024.

For information and guidance.


AUGUSTO D. DELA PEÑA

**SALARY TABLE FOR CONTRACTS OF SERVICE IN THE DENR CENTRAL OFFICE (Supplemental)
January to June 2024**

POSITION	Required Educational Attainment/ Experience	DAILY SALARY RATE			OFFICE ASSIGNMENT
		Step A	Step B	Step C	
Health and Wellness Specialist	Medical Professional	₱1,269	₱1,947	₱2,112	Medical Unit
ICT Project Manager	Bachelor's degree in computer science, Information Technology, or a related field	₱2,801	₱2,941	₱3,088	Knowledge and Information Systems Service
Software Developer	Bachelor's degree in computer science, Information Technology, or a related field	₱2,801	₱2,941	₱3,088	Knowledge and Information Systems Service
Quality Assurance/ (QA)/ Quality Tester (QT)	Bachelor's degree in computer science, Information Technology, or a related field	₱2,347	₱2,464	₱2,587	Knowledge and Information Systems Service
Network Hardware Specialist I	Bachelor's degree in computer science, Information Technology, or a related field	₱1,780	₱1,869	₱1,960	Knowledge and Information Systems Service
Network Hardware Specialist II	Bachelor's degree in computer science, Information Technology, or a related field	₱1,997	₱2,097	₱2,201	Knowledge and Information Systems Service
Computer Technician	Bachelor's degree in computer science, Information Technology, or a related field	₱1,591	₱1,671	₱1,754	Knowledge and Information Systems Service
Network Controller	Bachelor's degree in computer science, Information Technology, or a related field	₱1,132	₱1,188	₱1,248	Knowledge and Information Systems Service
Technical Data Analyst	Bachelor's degree in Statistics, Applied Statistics, Economics, Mathematics, or other related course	₱1,997	₱2,097	₱2,202	Knowledge and Information Systems Service
Assistant Information Officer	Two years of college/ relevant vocational course	₱1,152	₱1,210	₱1,270	Knowledge and Information Systems Service

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January to June 2024**

POSITION	Required Educational Attainment/ Experience	DAILY SALARY RATE			OFFICE ASSIGNMENT
		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	
Process Server	High School graduate with at least two (2) years of experience related to the tasks required	₱926	₱994	₱1,070	Legal Affairs Service
Driver/Liaison Officer	Elementary graduate with at least one (1) year relevant experience	₱863	₱927	₱994	Offices of the Undersecretaries
Client Services Assistant	Two years of college/ relevant vocational course with at least one (1) year of relevant experience	₱863	₱927	₱994	Offices of the Undersecretaries
Special Assistant to the Secretary on Media Affairs	Bachelor's degree relevant to the job and at least five (5) years of relevant experience	₱3,250	₱3,500	₱3,750	Office of the Secretary