



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



MEMORANDUM

FOR/TO : All Regional Executive Directors
All Assistant Regional Directors

The Chiefs
Planning and Management Division
HRD Section
Regions CAR, NCR, 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12, and 13

FROM : The Director
Strategy Management and Organizational Transformation Office

SUBJECT : CONSULTATION/VALIDATION MEETING ON THE PROPOSED
FUNCTIONAL COMPETENCIES FOR DIRECTOR III AND IV
POSITIONS IN THE REGIONAL OFFICES

DATE : MAY 16 2024

This has reference to item 1 of Memorandum from the Undersecretary for Organizational Transformation and Human Resources dated 18 April 2024 re: enhancement and expansion of the DENR Competency-Based System.

The Career Development Division under the Strategy Management and Organizational Transformation Office will conduct a consultation/validation of the proposed functional competencies for Director III and IV positions in the Regional Offices as part of the competency profiling process. The proposed key and mission critical competencies were derived from the review and analysis of the pre-identified competencies from the exploratory meeting held on 28 February 2024 attended by Planning and HR officers from the Regional Offices, Bureaus and the Central Office.

To proceed in the profiling process, you are enjoined to attend the said consultation/validation of the proposed functional competencies on 13 June 2024, Thursday at 9:00 AM onwards via Zoom with the following details:

Topic	Consultation/validation meeting on the proposed functional competencies for Director III and IV positions in the Regional Offices
Meeting ID	962 5902 9609
Passcode	hrppas2024

Also attached are the proposed competencies for your initial review, and the indicative timetable of the succeeding CBS-related activities for reference.

Your support and cooperation are highly appreciated.


RUBEN B. CANDELARIO

MEMO NO. 2024 - 436

NR ENFORCEMENT AND REGULATION

The ability to properly/strictly enforce the existing laws and regulations on the protection and manager the natural resources (forests, wildlife, protected areas, coastal, caves, and water); and formulate strategies to ensure compliance monitoring of existing tenurial instruments/contracts/licenses/permits/certificates towards improved and sustainable resource manage

LEVEL 1

1. Review applications and supporting documents' compliance to existing NR laws and regulations and endorse accordingly.
2. Evaluate reports and provide technical guidance and final recommendations on all NR law enforcement and regulation cases.

LEVEL 2

1. Decide final action (approves or otherwise) issuance of permits, certificates, clearance, instruments, leases, orders, and administrative adjudication and disposition to strictly enforce law and resource regulation.
2. Devise policies, guidelines, procedures and based on recommendations from technical evaluations to strengthen enforcement and regulation activities.

NR CONSERVATION AND DEVELOPMENT

The ability to evaluate natural resources (forests, lands, wildlife, protected areas, coastal, caves, soil, and water) for conservation, rehabilitation, sustainable development and management plans, programs and activities; and related mechanisms to support these.

LEVEL 1

1. Evaluate and recommend or decide final action within limits of authority land surveying activities, certificates, and survey orders/authorities and plans for registration, legal or development purposes.
2. Review the proposed NR conservation, development and management plans, programs and activities, reflect on areas for improvement and recommend course of action.

LEVEL 2

1. Decide final action (approves or otherwise) on the following:
 - Issuance of orders on the conduct of cadastral survey, public land subdivision projects, and survey orders;
 - Accreditation of forest nurseries; and
 - NR conservation, development and management/development plans.
2. Evaluate stringently proposed agreements, certificates, and related documents on protected area and critical habitat management, recommend final action and endorse accordingly.
3. Facilitate the process of arriving at a consensus on non-negotiables, commonly defined vision, individual and joint strategies, individual and co-financing environmental arrangements, and indicators of outcomes and outputs.

ENVIRONMENTAL GOVERNANCE AND RESILIENCY

The ability to lead governance-oriented integrated ecosystems management approach to improve natural resource management and sustainability, and strengthen ecosystems resiliency and adaptive capacities of human communities.

LEVEL 1

1. Reviews and provides overall technical guidance on ENR biophysical asset inventories and assessment and recommend management interventions to sustain these activities.
2. Assess existing institutional arrangements in ENR management and standards in environmental services, and propose improvements to strengthen complementary collaboration between and among local and national stakeholder.

LEVEL 2

1. Collaborate with stakeholders to develop institutional arrangements that create resilient, inclusive and sustainable ENR management decisions/solutions.
2. Direct the integration of ENR management strategies to donor and local development plans, projects activities through stakeholder partnerships to increase adaptive capacities of human communities and systems, and enhance fund raising/use and effectiveness.
3. Set institutional standards for environmental services to improve service delivery (responsibility), transparency and accountability.



ENHANCEMENT AND EXPANSION OF THE DENR COMPETENCY-BASED SYSTEM

INDICATIVE TIMETABLE

DATE	ACTIVITY	PARTICIPANTS
↓ Competency profiling for Director III and IV positions in the Regional Offices		
13 June 2024, Thursday	Consultation/validation meeting on the proposed functional competencies for Director III and IV positions in the Regional Office	<ul style="list-style-type: none"> • All REDs • All ARDs • All Chiefs, Planning and HRD (ROs)
20 June 2024, Thursday	Final validation (presentation and critiquing) meeting on the proposed functional competencies for Director III and IV positions in the Regional Office	<ul style="list-style-type: none"> • All concerned Usecs and Asecs • All REDs • All ARDs • All Chiefs, Planning and HRD (ROs)
↓ Validation of behavioral indicators of functional competencies for Director II position in EMB and MGB		
11 July 2024, Thursday	Consultation/validation meeting on the proposed behavioral indicators for the functional competencies of Director II position in EMB and MGB	<ul style="list-style-type: none"> • All RO HRD Chiefs and senior staff
18 July 2024, Thursday	Final validation (presentation and critiquing) meeting on the proposed behavioral indicators for the functional competencies of Director II position in EMB and MGB	<ul style="list-style-type: none"> • All concerned Usecs and Asecs • All EMB and MGB RDs • All Chiefs, Planning and HRD (EMB and MGB)
↓ Updating of competencies for 1st and 2nd level in all offices		
9 July 2024, Tuesday	Online consultation with Line and Staff Bureaus HRD on CBS enhancement (results of pre-work)	<ul style="list-style-type: none"> • All EMB and MGB RDs • All Chiefs, Planning and HRD (EMB and MGB)
10 July 2024, Wednesday	Online consultation with Regional Offices on CBS enhancement (results of pre-work)	<ul style="list-style-type: none"> • All Line and Staff Bureau HRD Chiefs and senior staff
16 – 17 July 2024	CBS updating/enhancement writeshop for DENR Central Office Services	<ul style="list-style-type: none"> • All DCs and designated CBS focal persons from each Division
22 – 31 July 2024	Consolidation and finalization of 2024 DENR CBS Manual	Career Development Division



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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MEMORANDUM

18 APR 2024

FOR/TO : **The Undersecretaries**
Field Operations – Luzon, Visayas, and Supervising Undersecretary for MGB - Luzon and Visayas and EMB - Luzon and Visayas
Field Operations Mindanao and Supervising Undersecretary for MGB - Mindanao and EMB - Mindanao

The Assistant Secretaries
Field Operations - Eastern Mindanao
Field Operations - Luzon and Visayas
Field Operations - Western Mindanao

All Regional Executive Directors and Assistant Regional Directors

All Bureau Directors and Assistant Directors

FROM : **The Undersecretary**
Organizational Transformation and Human Resources

SUBJECT : **ENHANCEMENT AND EXPANSION OF THE DENR COMPETENCY-BASED SYSTEM**

The Career Development Division (CDD) under the Strategy Management and Organizational Transformation Office will again embark on an effort to enhance and expand the DENR Competency-Based System this year to ensure continued relevance and alignment to the priority thrusts of the Department. The following activities will be conducted:

1. Competency profiling for Directors III and IV in the Regional Offices, which aims to identify relevant and critical competencies that can be used in the assessment, development planning, career pathing and succession management of these positions.
2. Development of behavioral indicators for the functional competencies adopted in 2022 for the Director II position in the Environmental Management Bureau and Mines and Geosciences Bureau.
3. Facilitate the review and updating of existing competencies and behavioral indicators for the 1st and 2nd level positions for all offices.

Aligned to these, the CDD will be conducting a series of online meetings, focus group discussions and workshops to accomplish the abovementioned activities. We request your usual support and the active participation of concerned staff (preferably from the Human Resource Development Section and Planning and Management Division) who will be involved in these activities. The continuous enhancement and expansion of the CBS aim to provide the workforce with relevant criteria for selection, responsive interventions to their development needs, and resilience to change dynamics towards respected organization fit for purpose.

For information and guidance.


AUGUSTO D. DELA PEÑA