



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



MEMORANDUM

**FOR : All Service Directors
DENR Central Office**

ATTENTION : All Division Chiefs

**FROM : The Director
Strategy Management and Organizational Transformation Office**

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

DATE : JUN 18 2024

This pertains to Memorandum on the abovementioned subject signed by the Undersecretary for Organizational Transformation and Human Resources dated 18 April 2024. All offices were requested to facilitate the review and updating of existing functional, core and organizational competencies including behavioral indicators.

Related to this, you are expected to observe and be guided by the following:

- Cluster and simplify the existing behavioral indicators;
- Use action verbs (you may use Bloom's Taxonomy as a guide (<https://bit.ly/BLOOMSTAX>) in writing behavioral indicators (pattern: action verb – object – criterion/qualifier); and
- Consider writing foreseeable competencies and behavioral indicators that can be expected of the position that are aligned to the strategic directions of the Department. You may access electronic copy of the latest CBS Manuals at <http://bit.ly/CBSMANUAL2022>.

Submission of the revisions/updates for consideration is on or before 28 June 2024. Soft copies shall be sent to hrds.cdd@denr.gov.ph. Should you have any queries, contact Ms. Liren C. De Guzman or Ms. Pamela B. Omampo at (02) 8927-9107 VOIP 1063 and 1064. Please disregard this notice if you have submitted proposed revisions/updates.

Your support and immediate action are greatly appreciated.


RUBEN B. CANDELARIO

MEMO NO. 2024 - 542



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



MEMORANDUM

18 APR 2024

TO : All Service Directors
DENR Central Office

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.

Under item No. 3, we encourage all offices to contemplate on the competencies and behavioral indicators of your office, including the core and organizational competencies. Related to this, you are expected to observe and be guided by the following:

- Cluster and simplify the existing behavioral indicators;
- Use action verbs (you may use Bloom's Taxonomy as a guide (<https://bit.ly/BLOOMSTAX>) in writing behavioral indicators (pattern: action verb - object - criterion/qualifier); and
- Consider writing foreseeable competencies and behavioral indicators that can be expected of the position that are aligned to the strategic directions of the Department. You may access electronic copy of the latest CBS Manuals at <http://bit.ly/CBSMANUAL2022>.

The CDD may extend coaching sessions on this matter by request. Submission of the revisions/updates for consideration is on or before 30 April 2024. Soft copies shall be sent to hrds.cdd@denr.gov.ph. Should you have any queries, please contact Ms. Liren C. De Guzman or Ms. Pamela B. Omampo at (02) 8927-9107 VOIP 1063 and 1064.

Your support and cooperation are greatly appreciated.


AUGUSTO D. DELA PEÑA

Copy furnished: The Assistant Secretary, HRSCSI