



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



MEMORANDUM

TO : All Regional Executive Directors
Attn : Assistant Regional Directors for Management Services
Chief Administrative Division

FROM : The Assistant Secretary
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **POSTING OF VACANCY ANNOUNCEMENT FOR PENRO
POSITIONS NATIONWIDE**

DATE 10 January 2024

We have requested the Civil Service Commission-National Capital Region for publication of nineteen (19) vacant PENRO items nationwide. Copy of this Request for Publication is attached.

You are requested to facilitate the posting of the vacancies in your respective office premises. You are, likewise, requested to send written notices to all incumbents of SG 24/25 positions in your region about this vacancy announcement. Please include in the notice the attached Instructions to PENRO applicants for their guidance. Submission of applications must be through email and Google Form to be provided upon submission of application letter.

Please send us back the proof of posting and proof of notice to next-in-rank incumbents through email at penroassessment2024@gmail.com.


HIRO V. MASUDA, DBA, CESO III

MEMO NO. 2024 - 72

INSTRUCTIONS TO PENRO APPLICANTS

1. Previous applicants need to re-submit their application via email. They shall likewise be required to fill out the Google Form to update their qualifications.
2. Please send your application letter through **penroassessment2024@gmail.com**. Use your personal **Gmail account** that cannot be accessed by another user in the office. The letter must be addressed to Secretary Maria Antonia Yulo Loyzaga.
3. Wait for a reply email that will send you the link to a Google Form. Please fill out the Google Form completely. You will need to upload the following documents so please be ready with their scanned copy:
 - a. Personal Data Sheet
 - b. Work Experience Sheet (to include only positions/designations in supervisory/managerial capacity)
 - c. Copy of authenticated Transcript of Academic Records and Diploma
 - d. Copy of authenticated Certificate of Eligibility
 - e. Copy of authenticated Professional license, Certificate of Registration and Report of PRC Rating (if RA 1080 eligibility)
 - f. Updated Service Record (if government employee)
 - g. Copy of Special Orders on designation to supervisory/managerial position
 - h. Certified photocopy of OPCR/DPCR (July to December 2023)
 - i. Certificates of Employment (if not government employee)
 - j. Declaration of Pendency/Non-Pendency of Case
4. Incomplete documents will mean disqualification from the assessment process.
5. A confirmation email will be sent to you upon clicking the SUBMIT button in the Google Form. If you do not receive a confirmation, it only means that you have not completed answering the form.
6. In the assessment process, you will need to be able to access your email on your own. You will also need to be familiar in using Zoom Cloud Meetings. Be ready with two devices for this purpose, both with a web camera. You will likewise need a stable internet connection during the exam and interview.

Republic of the Philippines
Department of Environment and Natural Resources
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION Electronic copy to be submitted to the CSC FO must be in MS Excel format National Capital Region
RECEIVED By: _____ DATE: <u>10 JAN 2024</u> TIME: _____

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Environment and Natural Resources in the CSC website:

M. M. M.
Miriam M. Marcelo
HRMO

Date: 10-Jan-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-26-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	La Union
2	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-73-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Batanes

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3	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-7-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Tarlac
4	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-8-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Nueva Ecija
5	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-20-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Cavite

*See Annex A for the functions and responsibilities of the positions.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-21-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Quezon
7	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-11-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Occidental Mindoro
8	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-22-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Oriental Mindoro

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9	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-28-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Camarines Norte
10	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-32-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Capiz
11	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-40-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development	5 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Maasin S. Baya

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12	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-41-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Leyte
13	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-46-1998	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Zamboanga del Sur
14	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-118-2014	26	₱116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	Advanced Level Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Sibugay

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15	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-51-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<p>Advanced Level Building collaborative, inclusive working relationships</p> <p>Managing performance and coaching results</p> <p>Leading change</p> <p>Thinking strategically and creatively</p> <p>Creating and nurturing a high performing organization</p>	Misamis Oriental
16	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-54-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<p>Advanced Level Building collaborative, inclusive working relationships</p> <p>Managing performance and coaching results</p> <p>Leading change</p> <p>Thinking strategically and creatively</p> <p>Creating and nurturing a high performing organization</p>	Camiguin <i>Public Office</i>
17	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-63-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<p>Advanced Level Building collaborative, inclusive working relationships</p> <p>Managing performance and coaching results</p> <p>Leading change</p> <p>Thinking strategically and creatively</p> <p>Creating and nurturing a high performing organization</p>	Lanao del Norte

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18	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-57-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	South Cotabato
19	Provincial Environment and Natural Resources Officer	OSEC-DENRB-PENRO-53-1998	26	P116,040.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	Career Service Professional/Second Level Eligibility	<u>Advanced Level</u> Building collaborative, inclusive working relationships Managing performance and coaching results Leading change Thinking strategically and creatively Creating and nurturing a high performing organization	Agusan del Norte

*See Annex A for the functions and responsibilities of the positions.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **JANUARY 31, 2024**.

1. Signed application letter (specifying the Position Title, Item Number, and Office applied for and its date of publication);
2. Fully accomplished and signed Personal Data Sheet (PDS) and CS Form No. 212 or Work Experience Sheet (WES). PDS must include a recent passport-size picture and three (3) Character References (either a former supervisor/ professor/ anyone superior who has overseen the applicant's work and interpersonal abilities). WES can be downloaded at www.csc.gov.ph or www.denr.gov.ph;
3. Original copy of the authenticated Certificate of Eligibility/ Certificate of Registration, Rating and License (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS)
Proof of Eligibility:
 - a. For RA 1080 eligibility - Professional license, Certificate of Registration, and Report of Rating
 - b. For other eligibilities - Certificate of Eligibility and Report of Rating;
4. Copy of the authenticated Transcript of Records and Diploma (for graduate studies and post-graduate studies, if any);
5. Certified copy of latest OPCR/DPCR/IPCR (for government employees only);
6. Copies of Certificates of Training programs completed (supervisory/managerial training only); and
7. Certificate of Employment from all previous employers/ Certified copy of Service Record (for government employees)

ONLY QUALIFIED APPLICANTS WITH COMPLETE REQUIREMENTS AND SUPPORTING DOCUMENTS WILL BE CONSIDERED FOR THE ASSESSMENT.

This Office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE). Applicants will receive instructions, via email reply, on next steps regarding their application.

QUALIFIED APPLICANTS are advised to send through email their application to:

MIRIAM M. MARCELO

OIC Director, Human Resource Development Service

DENR C.O., Main Bldg., Visayas Ave., Diliman, Q.C.

penroassessment2024@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Department of Environment and Natural Resources
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION	
Electronic copy to be submitted to the CSC FO, must be in MS Excel format	
RECEIVED	Y
By:	
DATE: 12 JAN 2024	TIME: 1:25 pm

To: CIVIL SERVICE COMMISSION (CSC)

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Miriam M. Marcelo
Miriam M. Marcelo
HRMO

Date: 12-Jan-24

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