



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



MEMORANDUM

TO : THE REGIONAL EXECUTIVE DIRECTORS
DENR Regions II, IVA, IVB, V, VI, VII, VIII, X, XI, XII, Caraga

FROM : THE UNDERSECRETARY
Legal and Administration and Supervising Undersecretary for
the Biodiversity Management Bureau (BMB)

SUBJECT : GUIDELINES IN THE ASSESSMENT OF CANDIDATES
FOR POSITIONS IN THE PROTECTED AREA
MANAGEMENT OFFICES (PAMOs)

DATE : OCT 21 2024

In view of the approval of 461 positions for fifteen (15) Class 1 protected areas, with 232 of these already created, all DENR offices concerned are hereby advised of the guidelines prescribed for the assessment of candidates for these positions.

Any related queries may be directed to the National Parks Division, BMB through email at npd@bmb.gov.ph or landline at +(632)89246031 to 35 local 232 or +(632)89258947.

For your information and guidance.


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

MEMO NO. 2024 - 942

GUIDELINES FOR THE ASSESSMENT OF CANDIDATES FOR POSITIONS IN THE PROTECTED AREA MANAGEMENT OFFICES (PAMOs) FOR CLASS 1 PROTECTED AREAS

BACKGROUND

Republic Act No. 7586 or the National Integrated Protected Areas System (NIPAS) Act enacted in 1992 mandated the establishment of protected areas to maintain essential ecological processes and life-support systems, to preserve genetic diversity, to ensure sustainable use of resources found therein, and to maintain their natural conditions to the greatest extent possible for the present and future generations. The NIPAS Act was recently amended by RA No. 11038 or the Expanded NIPAS Act of 2018.

Prior to the passage of the Expanded NIPAS Act of 2018, the Philippines has 240 protected areas. Under the DENR Rationalization Plan approved in 2013, thirteen (13) legislated protected areas were allocated positions:

Protected Area	Area (ha)	Legal Basis	Region	Position Level/SG (Parks Operations Superintendent)
1. Northern Sierra Madre Natural Park	359,486	RA 9125	II	V/SG 24
2. Batanes Protected Landscape and Seascape	213,578	RA 8991	II	V/SG 24
3. Mts. Banahaw-San Cristobal Protected Landscape	10,900	RA 9847	IV-A	IV/SG 22
4. Tubтатаha Reefs Natural Park	97,030	RA 10067	IV-B	V/SG 24
5. Sagay Marine Reserve	32,000	RA 9106	VI	IV/SG 22
6. Mt. Kanlaon Natural Park	24,388	RA 9154	VI	V/SG 24
7. Central Cebu Protected Landscape	29,062	RA 9486	VII	IV/SG 22
8. Mt. Kitanglad Range Natural Park	31,235	RA 8978	X	IV/SG 22
9. Mt. Malindang Natural Park	34,694	RA 9304	X	IV/SG 22
10. Mimbilisan Protected Landscape	66	RA 9494	X	IV/SG 18
11. Mt. Hamiguitan Range Wildlife Sanctuary	6,834	RA 9303	XI	III/SG 20
12. Mt. Apo Natural Park	54,974	RA 9237	XI	V/SG 24
13. Ninoy Aquino Parks and Wildlife Center	23.85	RA 11038	NCR/B MB	IV/SG 22

While the POSu items were created for the abovementioned PAs, no office and support positions were provided. These positions were lodged in the Office of the Regional Executive Director and, because no support positions were provided, the POSu tapped variable personnel from different offices as staff. For other PAs, officers who acted as POSu were merely designated either in full-time assignment or in addition to their current workload.

By virtue of RA 11038, additional 94 protected areas were legislated. To date, a total of 114 PAs were legislated and 121 are under different stages of establishment under the System. In 2019, the Biodiversity Management Bureau (BMB) initiated the development of a proposal for the creation of Protected Area Management Offices (PAMOs).

On 09 May 2024, the Department of Budget and Management (DBM) approved the creation of 461 positions in the DENR to serve as the staffing complement of the PAMO: These are:

Position Title, SG	No. of Positions per PAMO	Total No. of Positions for the 15 Class 1 PAMOs
Park Operations Superintendent V, SG 24	1	12
Supervising Ecosystems Management Specialist, SG 22	1	14
Senior Ecosystems Management Specialist, SG 18	3	45
Ecosystems Management Specialist II, SG 15	3	45
Information Systems Analyst I, SG 12	1	15
Ecosystems Management Specialist I, SG 11	3	45
Administrative Assistant II, SG 8	2	30
Forest Technician II, SG 8	1 per 2,000 ha	255
TOTAL		461

These positions are distributed among the fifteen (15) PAMOs for identified Class 1 protected areas. The creation of these positions shall be pursued in two (2) tranches where the 1st tranche of 232 has already been released while the next tranche of 229 positions shall be created upon completion of the filling of the first tranche. The distribution of positions is shown below:

PAMO	1 st Tranche	2 nd Tranche	Total
PAMO Batanes Protected Landscape and Seascape	17	17	34
PAMO Peñablanca Protected Landscape and Seascape	13	13	26
PAMO Northern Sierra Madre Natural Park	21	23	44
PAMO Casecnan Protected Landscape	12	11	23
PAMO Taal Volcano Protected Landscape	11	10	21

PAMO	1 st Tranche	2 nd Tranche	Total
PAMO Mts. Iglit-Baco National Park	13	12	25
PAMO Bongsanglay Natural Park and Ticao Burias Pass Protected Seascape	22	22	44
PAMO Northern Negros Natural Park	11	10	21
PAMO Tañon Strait Protected Seascape	25	25	50
PAMO Guiuan Marine Resource Protected Landscape and Seascape	11	10	21
PAMO Samar Island Natural Park	22	22	44
PAMO Baliangao Protected Landscape and Seascape and Mt. Malindang Natural Park	9	10	19
PAMO Mt. Apo Natural Park	10	10	20
PAMO Sarangani Bay Protected Seascape	18	17	35
PAMO Siargao Island Protected Landscape and Seascape	17	17	34
TOTAL	232	229	461

FUNCTIONS OF THE PAMO

The mandate of the PAMO emanates from Section 11 of the NIPAS Act as amended, to quote:

“There is hereby established a Protected Area Management Office (PAMO) to be headed by a Protected Area Superintendent (PASu) with a permanent plantilla position who shall supervise the day to day management, protection and administration of the protected area. A sufficient number of support staff with permanent plantilla position shall be appointed by the DENR to assist the PASu in the management of the protected area.”

FUNCTIONS, MINIMUM QUALIFICATION STANDARDS AND COMPETENCY REQUIREMENTS OF POSITIONS UNDER THE PAMO

Park Operations Superintendent V (SG 24)

Duties and Responsibilities (to be used in the Position Description Form)	Minimum Qualification Standards and Competency Requirements
<ul style="list-style-type: none"> a. Prepare the management plan, in consultation with the stakeholders, including the annual work and financial plans and ensure its implementation; b. Ensure the integration of the protected area management plans, programs, projects, and policies with relevant national and LGUs' plans and programs; c. Provide secretariat services to the PAMB and its committees and ensure the availability of 	<p><u>Minimum Qualification Standards</u></p> <p>Education: Master's degree and Bachelor's Degree relevant to job, preferably in the fields of Biology, Environmental Science, Marine Biology (for PAs w/ marine ecosystems),</p>

<p>relevant and timely information for decision-making;</p> <p>d. Formulate and recommend to the PAMB proposed policies, rules, regulations, and programs;</p> <p>e. Establish, operate, and maintain a database management system which shall be an important basis for decision-making;</p> <p>f. Enforce the laws, rules and regulations relevant to the protected area, commence and institute administrative and legal actions in collaboration with other government agencies or organizations, and assist in the prosecution of offenses committed in violation of this Act;</p> <p>g. Monitor, evaluate, and report the implementation of management activities of the protected area;</p> <p>h. Request for and receive any technical assistance, support or advice from any agency or instrumentality of the government as well as academic institutions, NGOs, and the private sector, as may be necessary for the effective management, protection and administration of the protected area;</p> <p>i. Issue permits and clearances for activities that implement the management plan and other permitted activities in accordance with terms, conditions, and criteria established by the PAMB: Provided, That all permits for extraction activities, including collection for research purposes, shall also continue to be issued by relevant authorities, subject to prior clearance from the PAMB, through the PASU, in accordance with the specific acts to be covered;</p> <p>j. Collect and/or receive pertinent fees, charges, donations, and other income for the protected area: Provided, That such fees, charges, donations, and other income collected/received shall be reported regularly to the PAMB and the DENR in accordance with existing guidelines;</p> <p>k. Prepare and recommend to the PAMB approval of the annual work and financial plans of the protected area based on the management plan; and</p> <p>l. Perform such other functions as the PAMB and the DENR may assign.</p>	<p>Forestry, Environmental Planning, Public Management and Governance</p> <p>Experience: four (4) years in supervisory/managerial role including managing projects on ENR</p> <p>Training: 40 hours of supervisory/managerial training preferably in the field of natural resource management</p> <p>Eligibility: Career Service Professional/Second Level Eligibility/ RA 1080</p>
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Supervising Ecosystems Management Specialist (SG 22)

Duties and Responsibilities	Minimum Qualification Standards and Competency Requirements
<p>a. Serve as the Assistant of the PASu and shall assist in the management, protection and monitoring of the protected areas.</p> <p>b. Assist the PASu in supervising the over-all operations of the PA.</p> <p>c. Coordinate all PA management activities with other deputy PASus in the case of PAMO straddling more than two (2) provinces and covering more than 10,000 hectares.</p> <p>d. Review, evaluate and recommend approval of proposed plans, activities and programs, including all reports, correspondences, and other documents on PA management.</p> <p>e. Ensure that all proposed plans, activities and programs are in conformity with the approved PA Management Plan and existing pertinent laws, rules, and regulations on PA management.</p> <p>f. Integrate and analyze the accomplishments of the protected areas.</p>	<p><u>Minimum Qualification Standards</u></p> <p>Education Bachelor's Degree relevant to job, preferably in the fields of Biology, Environmental Science, Marine Biology (for PAs w/ marine ecosystems), Forestry, Environmental Planning, Hydrology and Geology (for PAs w/ wetlands, caves, and geological formations/features), Human Ecology, Community Development</p> <p>Experience: three (3) years of experience relevant to natural resources management including managing projects on ENR</p> <p>Training: 24 hours of relevant training preferably on natural resources management</p> <p>Eligibility: Career Service Professional/Second Level Eligibility/ RA 1080</p>

Senior Ecosystems Management Specialist (18)

Duties and Responsibilities	Minimum Qualification Standards and Competency Requirements
<p>a. Supervise operations of the ff. Units of the PAMO: (1) PA Resource Management and Protection Unit, (2) PA Socio-Economic Management Unit and (3) Policy, Planning, and Knowledge Management Unit.</p> <p>b. Lead the biological, physical, social, cultural, and economic assessments, researches and studies, and ensures availability of updated information and data as inputs to the PA Management Plan, the Annual Accomplishment Report of the Protected area and the National State of Protected Areas.</p> <p>c. Lead the crafting of proposed site-level policies, plans, and programs for the approval of PAMB.</p> <p>d. Ensure that policies being proposed and implemented by the PAMB are consistent with existing laws, rules and regulations.</p> <p>e. Prepare Annual Work and Financial Plan, and other plans and programs, including innovative technical and financing strategies on PA management, in accordance with the approved PA Management, and pertinent laws, rules and regulations.</p> <p>f. Review, evaluate and recommend action on position papers, studies, project proposals, permits and clearances, and other documents submitted for consideration/approval or action by the PASu.</p> <p>g. Review and evaluate various reports being prepared by the staff under his/her Unit to ensure quality and consistency with applicable laws, rules, and regulations.</p> <p>h. Lead in the preparation of geospatial information required in PA plans, activities, and programs for Policy, Planning and Knowledge Management.</p> <p>i. Lead in the implementation, monitoring and evaluation of management activities of the protected area and ensures compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable financing and</p>	<p><u>Minimum Qualification Standards</u></p> <p>Education Bachelor's Degree relevant to job, preferably in the fields of: Biology, Environmental Science, Marine Biology (for PAs w/ marine ecosystems), Forestry, Environmental Planning, Economics (preferably with specialization on Environmental/Resource Management), Hydrology and Geology (for PAs w/ wetlands, caves, and geological formations/features), Human Ecology, Community Development</p> <p>Experience: two (2) years of experience relevant to natural resources management</p> <p>Training: 8 hours of relevant training</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p>

<p>community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge management, and other aspects of PA management.</p> <p>j. Assist the PASu in soliciting/lobbying for partnerships in terms of sustaining technical and financial requirements of the PA.</p> <p>k. Assist the PASu during PAMB meetings by providing technical inputs and ensuring consistency of PAMB resolutions with existing laws, rules and regulations.</p>	
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Ecosystems Management Specialist II (15)

Duties and Responsibilities	Minimum Qualification Standards and Competency Requirements
<p>a. Lead the biological, physical, social, cultural, and economic assessments, researches and studies, and ensures availability of updated information and data as inputs to the PA Management Plan, the Annual Accomplishment Report of the Protected area and the National State of Protected Areas.</p> <p>b. Undertake biological, physical, social, cultural, and economic assessments, researches and studies, as inputs to the PA Management Plan, the Annual Accomplishment Report of the Protected area and the National State of Protected Areas.</p> <p>c. Organize and prepare PA management reports (i.e. Assessments, Monitoring and Evaluation, IPAF, Accomplishments, PAMB Operations, among others), and Plans and Programs (i.e. WFPs, Ecotourism, Community Development, among others) based on existing pertinent laws, rules and regulations.</p> <p>d. Undertake monitoring and evaluation of management activities of the protected area and ensures compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable</p>	<p><u>Minimum Qualification Standards</u></p> <p>Education Bachelor's Degree relevant to job, preferably in the fields of:</p> <ul style="list-style-type: none"> • PA Resources Management and Protection Unit (PARMPU): Biology, Environmental Science, Marine Biology or Marine Science (for PAs w/ marine ecosystems), Forestry, Environmental Planning, Hydrology and Geology (for PAs w/ wetlands, caves, and geological formations/features), • PA Socio-Economic Management (PASEMU): Economics (preferably with specialization on Environmental/Resource Management), Forestry, Human Ecology, Development

<p>financing and community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge management, and other aspects of PA management.</p> <p>e. Prepare geospatial information required in PA plans, activities, and programs for Policy, Planning and Knowledge Management.</p> <p>f. Assist in the preparation of Annual Work and Financial Plan, and other plans and programs, including innovative technical and financing strategies on PA management, in accordance with the approved PA Management, and pertinent laws, rules and regulations.</p> <p>g. Review, evaluate and recommend action on position papers, studies, project proposals, permits and clearances, and other documents submitted for consideration/approval or action by the PASu.</p> <p>h. Draft correspondence and other documents involving policies and programs for the management and development of the PA.</p> <p>i. Assist the PASu in soliciting/lobbying for partnerships in terms of sustaining technical and financial requirements of the PA.</p> <p>j. Assist the PASu during PAMB meetings by documenting the proceedings of PAMB meeting including the drafting of PAMB Resolutions.</p> <p>k. For Class 4 PAMO, supervise operations of the three PAMO Units.</p>	<p>Communication, Community Development</p> <ul style="list-style-type: none"> PA Policy, Planning and Knowledge Management Unit (PAPPKMU): Geography, Geology, Forestry, Human Ecology, Statistics, Environmental Science/Planning <p>Experience: one (1) year of relevant experience</p> <p>Training: 16 hours of relevant training, preferably on: Biodiversity Assessment and Monitoring, PA Sustainable Financing, PA Valuation, Socio-Economic Assessment, RS-GIS, Planning, M&E, Policy development,</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p>
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Information Systems Analyst I (SG 12)

Duties and Responsibilities	Minimum Qualification Standards and Competency Requirements
<p>a. Develops and maintains database system, including its operations manual, integrating all PA management reports, plans and programs, and other management strategies of the PA.</p> <p>b. Develops and maintains website and social media accounts of the PA for information and marketing purposes.</p>	<p>Minimum Qualification Standards</p> <p>Education Bachelor's Degree relevant to job, preferably in the fields of Information Technology,</p>

<p>c. Generates and analyzes information related to status of accomplishments on PA management based on the reports prepared.</p> <p>d. Manages all ICT related activities including inventory, maintenance, repair and troubleshooting of ICT facilities.</p> <p>e. Assists in the implementation, monitoring and evaluation of management activities of the protected area and ensure compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable financing and community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge management, and other aspects of PA management.</p>	<p>Computer Science, Statistics</p> <p>Experience: none</p> <p>Training: none</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p>
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Ecosystems Management Specialist I (SG 11)

<p>Duties and Responsibilities</p>	<p>Minimum Qualification Standards and Competency Requirements</p>
<p>a. Assist in the biological, physical, social, cultural, and economic assessments, researches and studies, as inputs to the PA Management Plan, the Annual Accomplishment Report of the Protected area and the National State of Protected Areas.</p> <p>b. Prepare documentation, gather and compile relevant information for the preparation of PA management reports (i.e. Assessments, Monitoring and Evaluation, IPAF, Accomplishments, PAMB Operations, among others), and Plans and Programs (i.e. WFPs, Ecotourism, Community Development, among others) based on existing pertinent laws, rules and regulations.</p> <p>c. Assist in the implementation, monitoring and evaluation of management activities of the protected area and ensure compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable financing and community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge</p>	<p><u>Minimum Qualification Standards</u></p> <p>Education Bachelor's Degree relevant to job, preferably in the fields of:</p> <p>PARMPU: Biology, Environmental Science, Marine Biology (for PAs w/ marine ecosystems), Forestry, Environmental Planning</p> <p>PASEMU: Economics, Human Ecology, Development Communication</p> <p>PAPPKMU: Geography, Geodetic Engineering, Landscape Architecture, Statistics</p>

<p>management, and other aspects of PA management.</p> <p>d. Assist in the preparation of geospatial information required in PA plans, activities, and programs for Policy, Planning and Knowledge Management.</p> <p>e. Assist in the preparation of Annual Work and Financial Plan, and other plans and programs, including innovative technical and financing strategies on PA management, in accordance with the approved PA Management, and pertinent laws, rules and regulations.</p> <p>f. Review, evaluate and recommend action on position papers, studies, project proposals, permits and clearances, and other documents submitted for consideration/approval or action by the PASu.</p> <p>g. Draft correspondence and other documents involving policies and programs for the management and development of the PA.</p> <p>h. Assist the PASu in soliciting/lobbying for partnerships in terms of sustaining technical and financial requirements of the PA.</p> <p>i. Lead the conduct of Knowledge, Attitude and Perception Survey as basis in the preparation of CEPA Program.</p> <p>j. Develop Communication, Education and Public Awareness Program for the PA Management Plan.</p> <p>k. Coordinate and establish partnerships with PA stakeholders such as NGOs, LGUs and other public and private sectors.</p> <p>l. Generate and analyze information related to status of accomplishments on PA management based on the reports prepared.</p> <p>m. Package the PA Management Plan and the Annual Accomplishment Report of the Protected Area.</p> <p>n. Assist in the implementation, monitoring and evaluation of management activities of the protected area and ensure compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable financing and community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge</p>	<p>Experience: none</p> <p>Training: none</p> <p>Eligibility: Career Service Professional/Second Level Eligibility</p>
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management, and other aspects of PA management.	
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Administrative Assistant II (SG 8)

Duties and Responsibilities	Minimum Qualification Standards and Competency Requirements
<p>a. Receive and record all incoming and outgoing communications including maintenance of records of PA Personnel and other documents of PA.</p> <p>b. Serve as Special Collecting Officer protected area who shall collect entrance fee and all other fees.</p> <p>c. Receive, record, deposit and prepare reports of IPAF collections.</p> <p>d. Maintain updated records of income from PA operations (i.e. fees and charges derived from the use of resources and facilities of PA, contributions from industries and facilities directly benefitting from the PA, and all other fees derived from PA operations) and other revenue sources (i.e. donations, grants, endowments, etc.).</p> <p>e. Prepare financial reports and provides administrative and clerical support to the PAMO.</p> <p>f. Support the implementation, monitoring and evaluation of management activities of the protected area and ensure compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable financing and community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge management, and other aspects of PA management.</p>	<p><u>Minimum Qualification Standards</u></p> <p>Education: Completion of two-year studies in college, preferably in: SCO: Accounting, Finance, Business Administration/Management</p> <p>Clerk: Office Administration, Public Administration, Human Resource Management</p> <p>Experience: one (1) year of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Career Service Sub-Professional/First Level Eligibility</p>

Forest Technician II (SG 8)

Duties and Responsibilities	Minimum Qualification Standards and Competency Requirements
<p>a. Lead regular enforcement, patrolling and biodiversity monitoring activities (i.e. BMS and Lawin).</p> <p>b. Support the implementation of Communication, Education and Public Awareness strategies based on the CEPA Manual and PA Management Plan.</p> <p>c. Endorse the enforcement, patrolling and biodiversity monitoring reports and assists in the prosecution of cases as witness in court.</p> <p>d. Assist in the implementation, monitoring and evaluation of management activities of the protected area and ensure compliance to requirements of various guidelines related to habitat management and protection (i.e. BAMS, BMS, Lawin, etc.), sustainable financing and community management (SEAMS, IPAF, PACBRMA, SAPA, Ecotourism Development, etc.), and policy, planning and knowledge management, and other aspects of PA management.</p>	<p><u>Minimum Qualification Standards</u></p> <p>Education: Completion of two-year studies in college, preferably in Forestry, Biology, Marine Biology, Development Communication, Community Development and other Natural Sciences</p> <p>Experience: one year (1) of relevant experience</p> <p>Training: 4 hours of relevant training</p> <p>Eligibility: Career Service Sub-Professional/First Level Eligibility</p>

ASSESSMENT METHODS

1. **Publication of Vacancies** – the publication of vacancies shall be through the CSC Bulletin of Vacancies, using CSC Form 9 (revised 2018). These vacancies shall also be posted in the following:
 - a. BMB Website, official social media, and office premises
 - b. All regional office websites and office premises
 - c. denr.gov.ph Career Opportunities page and DENR Central Office premises

The following additional documents shall be posted:

- a. Relevant Qualifications (education, training)
 - b. Required Competencies (based on CBS Manual)
 - c. Position Description Form (Duties and Responsibilities of the Position)
2. **Document Screening** – review of proofs of qualifications:
 - a. Personal Data Sheet and Work Experience Sheet
 - b. Authenticated copy of certificate of eligibility

- c. Authenticated copy of Transcript of Records and Diploma
- d. Certified copy of IPCR (January to June 2024), as applicable
- e. Copy of Certificates of Training Programs completed; and
- f. Certificate of Employment from present and previous employers/ Certified copy of Service Record

Document screening shall be undertaken by the Regional Human Resource Merit Promotion and Selection Board's (HRMPSB) Secretariat. In recording all qualifications of the applicants, the Secretariat shall use the Candidates Evaluation Sheet (CES).

The CES shall be presented to the Regional HRMPSB for evaluation of relevance to the position applied for during the **Pre-Assessment Meeting**.

Applicants who meet the minimum qualification standards shall proceed to the next stage of assessment – Job Knowledge Exam.

3. **Job Knowledge Exam (JKE)** – assessment of applicants' technical or professional expertise specific to knowledge areas related to protected area management. It shall be administered through a pen and paper test.

The Job Knowledge Exams shall be developed by the Biodiversity Management Bureau. These will be administered to applicants through an examination in person and proctored by the Regional HRDS with the assistance of BMB and DENR-HRDS. The JKE shall be specific to the requirements of the Protected Area where the vacancy is and shall comprise the following:

- 50%- Concepts, Laws, and Principles (Objective type)
- 50%- Case study specific to the PA

JKEs for Salary Grade 18 and above positions shall include an essay that will be converted to a powerpoint presentation to be presented by the candidate during the panel interview. Their scores for the Essay and the presentation shall correspond to the Writing Effectively and Speaking Effectively competencies, respectively.

JKE exams shall be coded to eliminate perception of bias in the scoring.

Applicants who will obtain an overall score of 80% in the Job Knowledge Exam shall proceed to the Interview Stage.

4. **Interview** – structured inquiry into the applicant's present and previous related experience to predict ability to meet job requirements. Scores for the interview shall be recorded in an Interview Scoring Sheet where all required competencies are listed. Scoring shall use the Likert Scale where 1 is considered the lowest; 3 is for acceptable level; and 5 as the highest score.

Candidates of positions below salary grade 15 shall undergo a one-on-one interview with the Chief, Conservation and Development Division and the Chief, Administrative Division.

Candidates of positions with salary grade 22 or higher shall undergo an in-person panel interview to be conducted by the regional HRMPSB. Designated member/s from the BMB and DENR-HRDS panel shall also join the interviews.

Candidates of positions with salary grade 18 or higher shall present their powerpoint presentation before the panel interview.

5. **Deliberation** – The regional HRMPSB shall come up with a short list of qualified candidates. For positions with SG 22 and above, the BMB shall validate the short list of qualified candidates.

For POSu V positions, the regional HRMPSB shall present the BMB-validated short list of qualified candidates to the PAMB in accordance with Section 11-A (k) of the NIPAS Act, as amended, for endorsement to the Secretary, through the DENR Review Committee for consideration.

6. **Selection** – the Regional Executive Director shall select appointees for positions below salary grade 24. For POSu V, assessment documents shall be endorsed to the Secretary, through the DENR Review Committee, for selection of appointee.
7. **Onboarding** – all appointees shall undergo capacity-building activities under the ENRA courses including the Specialized Course on Protected Area Management.

PERFORMANCE MONITORING AND EVALUATION


The performance of Protected Area Management Offices shall be closely monitored and supported by the Biodiversity Management Bureau through its National Parks Division and Biodiversity Policy and Knowledge Management Division.


1. The BMB shall set specific milestones for each PAMO, with key performance indicators (KPIs) to measure progress of programs, activities and projects towards meeting targets over a three-year period.
2. These KPIs shall be expressed in each PAMO's OPCR and individual performance evaluation forms.
3. Performance evaluation tools other than the OPCR and IPCR shall be developed to measure the performance of each PAMO along these areas:
 - a. Environment Protection and Enhancement
 - Increase in forest cover
 - Improvement in biodiversity
 - Enhancement of ecosystem services (air quality, water, flood, mitigation)
 - Violations issued and cases resolved

- b. Financial Sustainability
 - Grants and foreign assistance
 - Increased collection from PES, tourism, fines/penalties, government support and other sustainable activities
 - c. Office Performance
 - New programs initiated, partnerships forged
 - Facility improved
 - Capability building
4. In accordance with the DENR Merit Selection and Promotion Plan, the performance scores of PAMO employees shall form part of the criteria for promotional appointments, placement, rewards, and recognition.

APPROVED:


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