



MAR 09 2018

BMB MEMORANDUM CIRCULAR

NO.: 2018-01

SUBJECT: GUIDELINES ON THE HIRING OF COASTAL EXTENSION OFFICERS (CEO)

Pursuant to DAO No. 2016-16 on the Coastal and Marine Ecosystems Management Program (CMEMP) and in recognition of the need to augment the existing manpower of the DENR Regional Offices and Field Offices for its effective implementation, this Memorandum Circular is hereby disseminated to provide guidance on the hiring of Coastal Extension Officers (CEO).

I. JOB DESCRIPTION OF THE CEO

The CEOs shall assist the Regional Offices and Field Units in the conduct of the different activities under CMEMP.

II. GENERAL QUALIFICATIONS OF THE CEO

The candidate shall at least have a relevant bachelor's degree. He/she shall possess the following:

- Ability to communicate clearly- both orally and written
- Good computer skills
- Good analytical/ problem-solving skills
- Good coordination skills
- Patience and tolerance for other people's perspectives
- Team player
- Capacity to work under pressure
- Willingness and physical capacity to travel and undertake fieldwork
- Preferably with exposure on coastal and marine activities

III. GENERAL RESPONSIBILITIES OF THE CEO

The candidate shall have the following responsibilities, among others:

- Document, record and track all Coastal and Marine Ecosystems Management Program (CMEMP) activities in the region;

- Take note of the best practices and gaps for planning considerations and further improvement of CMEMP implementation;
- Assist in the preparation of monthly accomplishment/ progress report on CMEMP implementation;
- Assist in the preparation of other documents such as draft policies, powerpoint presentations, work and financial plans, etc.;
- Assist in the maintenance/updating of data storage and retrieval system (database);
- Assist in the field monitoring activities;
- Document meetings organized by the office and other meetings attended;
- Assist in the general activities of the office related to CMEMP; and
- Perform other related duties that may be assigned.

IV. QUALIFICATIONS AND RESPONSIBILITIES OF CEOs FOCUSING ON SPECIFIC CMEMP COMPONENT

CEO assigned to work on specific CMEMP component shall have the following qualifications and responsibilities, among others, in addition to Items II and III when appropriate:

A. Baseline and Assessment/ Maintenance and Protection

Qualifications:

- Preferably graduate of Marine Biology, Biology, Environmental Science, or related field
- Has basic knowledge on marine ecosystem
- Preferably certified SCUBA Diver
- Able to analyze and store data effectively
- Basic knowledge in mapping and geography

Responsibilities:

- Assist in data gathering for the inventory of coastal habitats for potential livelihood opportunities including vulnerability to pressure and driver;
- Assist in mapping of selected areas;
- Assist in the conduct of Knowledge, Attitude, Practices (KAP) Survey
- Assist in the regular monitoring of MPAs in relation to MPA maintenance and protection; and
- In coordination with the Regional Office of Environmental Management Bureau (EMB), assist in monitoring water quality and violations of relevant environmental laws.

B. Biodiversity-Friendly Enterprise (BDFE)

Qualifications:

- Preferably Business Administration, Community Development, Social Science graduate or any related field
- Understands the process of Value Chain or enterprise development
- Working knowledge in business plan formulation

Responsibilities:

- Assist in developing inventory of biodiversity-friendly enterprise in the region;
- Closely coordinate with the partner People's Organizations in relation to the development/enhancement of BDFE; and
- Assist in the implementation of policies related to BDFE

C. Communication, Education and Public Awareness

Qualifications:

- Preferably Communication Development, Marketing graduate or related field
- Knowledgeable in graphic designing and video editing
- Able to develop CEPA activities

Responsibilities

- Develop promotional/communication collaterals (brochures, AVP, etc.) relative to the agreed flagship communication campaign;
- Assist in the conduct of special events such as Month of the Ocean, CTI Day, International Coastal Clean-up and other environmental event; and
- Assist in the implementation of social marketing activities


THERESA MUNDITA S. LIM
Director