

Republic of the Philippines  
**BIODIVERSITY MANAGEMENT BUREAU**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BIODIVERSITY MANAGEMENT BUREAU in the CSC website:

Head, Human Resources and Development

  
MELISSA S. URBANO

Date: 2-Jan-25

CIVIL SERVICE COMMISSION  
National Capital Region  
OFFICE-DENR

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Electronic copy to be submitted to the CSC FO must be in MS Excel format  
DATE: DENR 25 JAN 02 02:34 PM

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	Chief Ecosystems Management Specialist	OSEC-DENR-CECMS-1-1998	24	98,185.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	Four (4) years of supervisory/management experience	Career Service Professional, Second Level Eligibility, Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	<ul style="list-style-type: none"> <li>- Builds partnerships and networks to deliver or enhance work outcomes.</li> <li>- Creates tools and/or apply new methods in correcting and improving below standard or non-compliant performance of individuals or groups using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</li> <li>- Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members commitment to accept the change.</li> <li>- Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.</li> <li>- Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</li> </ul>	National Parks Division

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 22, 2025.

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](http://www.csc.gov.ph). Include all relevant work experiences in the WES.
  3. Proof of Eligibility (CSC, PRC, etc.) (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS)
- Proof of Eligibility if R.A. 1080 (practice of profession): Valid Professional License and Report/Certificate of Rating  
R.A. 1080 (not practice of profession): Report/Certificate of Rating  
if Bar passer: Supreme Court of the Philippines-issued certificate of Membership in the Philippine Bar

**CIVIL SERVICE COMMISSION**  
National Capital Region  
OSFO-DENR

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DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

4. Authenticated copy of Transcript of Records and Diploma (submit all that applies: HS Diploma, Bachelor's, Master's, Doctorate, Diploma course, Certificate course, etc.)
  5. HR-certified copy of IPCR in the last rating period (government employees) or Employees Reference Check (non-government employees);
  6. Copies of Certificates of Training programs completed; and
  7. Certificate of Employment from all previous employers/ Copy of Service Record if government employee.
- 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 hand in or send through courier/email their application to:

**MELISSA S. URBANO**

Head, Human Resources and Development, Administrative and Finance Unit  
Biodiversity Management Bureau Ninoy Aquino Parks and Wildlife Center  
bmbhrdu.application@gmail.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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1	Statistician II	OSEC-DENRB-STAT2-4-1998	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) Year of relevant experience	Career Service Professional; Second Level Eligibility		Biodiversity Policy and Knowledge Management Division
2	Administrative Aide VI	OSEC-DENRB-ADA6-82-2004	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional; First Level Eligibility		National Parks Division
3	Park Attendant II	OSEC-DENRB-PA2-714-2014	4	16,833.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 Cat. III)		National Parks Division

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