


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 filed, at the BIODIVERSITY MANAGEMENT BUREAU in the CSC website:


MELISSA S. URBANO
Head, Human Resources and Development

Date: 18-Mar-25

CIVIL SERVICE COMMISSION Electronic copy to be submitted to the CSC Region National Office	
CSFO-DENR	
RECEIVED	By: 
DATE: 18-MAR-25 03:15PM	TIME: 03:15PM

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-DENRB-CECMS-13-1998	24	98,185.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/m anagement learning and development intervention undertaken	Four (4) years of supervisory/m anagement experience	Career Service Professional; Second Level Eligibility; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	<ul style="list-style-type: none">- Builds partnerships and networks to deliver or enhance work outcomes;- 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;- 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;- 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;- Builds a shared sense of destiny among individuals with seemingly disparate views concerns and aspirations; creates team cohesion and improves individual and team performance.	Biodiversity Policy and Knowledge Management Division
2	Supervising Ecosystems Management Specialist	OSEC-DENRB-SVEMS-7-1998	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	Three (3) years of relevant experience	Career Service Professional; Second Level Eligibility		Caves, Wetlands and Other Ecosystems Division
3	Senior Ecosystems Management Specialist	OSEC-DENRB-SREMS-206-2014	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	Two (2) years of relevant experience	Career Service Professional; Second Level Eligibility		National Parks Division

4	Administrative Officer V (HRMO III)	OSEC-DENRB-ADOFS-1-2005	18	51,304.00	Bachelor's degree	8 hours of relevant training	Two (2) years of relevant experience	Career Service Professional; Second Level Eligibility	Office of the Director
5	Ecosystems Management Specialist II	OSEC-DENRB-ECOMS2-102-1998	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year relevant experience	Career Service Professional; Second Level Eligibility	Caves, Wetlands and Other Ecosystems Division
6	Ecosystems Management Specialist II	OSEC-DENRB-ECOMS2-137-1998	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	One (1) year relevant experience	Career Service Professional; Second Level Eligibility	Caves, Wetlands and Other Ecosystems Division
7	Park Maintenance Foreman	OSEC-DENRB-PMF-222-2014	8	21,448.00	High School Graduate	4 hours of relevant training	One (1) year relevant experience	None required (MC 11, s.96 - Cat. III	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 April 2, 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. 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
 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 IPCHR 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
bmbhrdu.application@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Electronic copy to be submitted to the CSC FO must
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