To: CIVIL SERVICE COMMISSION (CSC)

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

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:

Electronic copy to be sub-fined to the 1985-5 in 1986-6 Nation and sepail of the Region

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By: DATE: TIME:

MÉLISSA S. URBANO

Head, Human Resources and Development

Date: 18-Mar-25

Plantila item No. Grade Education Training Experience Eligibility Completerby Completerby Completerby Completerby Completerby Completerby Completerby Completerby Completerby Completer Service Professionals Secondary Secondary In Processionals Secondary In Processional Seconda	ω	N	ے	No.
Plantilla Item No. Jody Pay Monthly Salary Grade Completing Com	osystems Management	6	systems Management	Position Title (Parenthetical Title, if applicable)
Monthly Salary Education Training Experience Master's Degree or Certificate in Leadership and Management from the CSC Management from Cevelopment intervention intervention relevant to the job Taining Education Training Experience AD hours of Certificate in Leadership and Supervisory/m Four (4) years Level Eligibility Level Eligibility Carreer Service Appropriate Very Eligibility Carreer Service Professional; Second development coaching to enable them to acaching to experience profession intervention experience Three (3) Pachelor's degree relevant to the job Bachelor's degree relevant to the job Bachelor's degree relevant training Experience Figibility Carreer Service relevant to the job Three (3) Professional; Second relevant training experience Eligibility Carreer Service Carreer Service relevant to the job Three (3) Carreer Service relevant training relevant training experience Eligibility Carreer Service Carreer Service relevant relevant training captured to the professional; Second relevant training experience Eligibility Carreer Service Carreer Service relevant relevant training captured and relevant training relevant training relevant training relevant training relevant training experience relevant training experience relevant training experience relevant training relevant	OSEC-DENRB-SREMS-206- 2014	OSEC-DENRB-SVEMS-7- 1998	OSEC-DENRB-CECMS-13- 1998	Plantilla Item No.
Education Training Experience Eligibility (fi applicable) Experience Professional; Second development intervention development relevant to the job training and relevant relevant relevant to the job training and relevant relevan	3	22	24	Salary/ Job/ Pay Grade
Training Experience Eligibility (if applicable) - Builds partnerships and newboxis to deliver or enhance work outcomes. - Creates tools and/or apply new methods in correcting and improving below standard or non-cleaning and development anagement intervention undertaken undertaken - Builds partnerships and newboxis to deliver or enhance work outcomes. - Creates tools and/or apply new methods in correcting and improving below standard or non-cleaning and development. - Builds partnerships and newboxis to deliver or enhance work outcomes. - Creates tools and/or apply new methods in coarching and improving below standard or non-cleaning and improving below standard or non-cleaning to evel Eligibility. - Career Service professional intervention and skills in coarching to evel perior and improving evel and skills in coarching to evel perior and improving to evel perior and improving expertise and motivates division enhance commitment to accept in the positions involving practice of profession) - Creates or defines goals and initiatives based on how one can initiative based on how one can initiatives based on how one can initiatives based on how one can initiatives of destiny among individuals with seemingly desparate views concerns and asparations; or creates team cohesion and improves individual and team performance. - Three (3) pears of relevant experience - Career Service -	51,304.00	78,162.00	98,185.00	Monthly Salary
Eligibility (if applicable) - Builds partnerships and networks to deliver or enhance work outcomes; - Creates tools and/or apply new methods in correcting and improving below standard or noncompliant 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 desparate views concerns and aspirations; creates team cohesion and improves individual and team performance. Carreer Service Professional; Second Carreer Service	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	Master's Degree or Certificate in Leadership and Management from the CSC	Education
Eligibility (if applicable) - Builds partnerships and networks to deliver or enhance work outcomes; - Creates tools and/or apply new methods in correcting and improving below standard or noncompliant 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 desparate views concerns and aspirations; creates team cohesion and improves individual and team performance. Carreer Service Professional; Second Carreer Service	8 hours of relevant training	16 hours of relevant training	40 hours of supervisory/m anagement learning and development intervention undertaken	Training
- Builds partnerships and networks to deliver or enhance work outcomes; - Creates tools and/or apply new methods in correcting and improving below standard or noncompliant 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 desparate views concerns and aspirations; creates team cohesion and improves individual and team performance.	Two (2) years of relevant experience	Three (3) years of relevant experience		Experience El
new non- ning a or lon dance.	Career Service Professional; Second Level Eligibility	Career Service Professional; Second Level Eligibility	Career Service Professional; Second Level Eligibility; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	Eligibility
Assignment Biodiversity Policy and Knowledge Management Division Caves, Wetlands and Other Ecosystems Division National Parks			non- non- non- non- non- non- non- non-	Competency (if applicable)
	National Parks Division	Caves, Wetlands and Other Ecosystems Division	Biodiversity Policy and Knowledge Management Division	Place of Assignment

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Park Maintenance Foreman	Ecosystems Management Specialist II	Ecosystems Management Specialist II	Administrative Officer V (HRMO
OSEC-DENRB-PMF-222- 2014	OSEC-DENRB-ECOMS2- 137-1998	OSEC-DENRB-ECOMS2- 102-1998	OSEC-DENRB-ADOF5-1- 2005
œ	15	5	18
21,448.00	40,208.00	40,208.00	51,304.00
High School Graduate	Bachelor's degree relevant to the job	Bachelor's degree relevant to the job	51,304.00 Bachelor's degree
4 hours of relevant training	4 hours of relevant training	4 hours of relevant training	8 hours of relevant training
One (1) year relevant experience	One (1) year relevant experience	One (1) year relevant experience	Two (2) years of relevant experience
None required (MC 11, s.96 - Cat. III	Career Service Professional; Second Level Eligibility	Career Service Professional; Second Level Eligibility	Two (2) years Career Service of relevant Professional; Second experience Level Eligibility
National Parks Division	Caves, Wetlands and Other Ecosystems Division	Caves, Wetlands and Other Ecosystems Division	Office of the Director

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) Characater 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;
- Proof of Eligibility if R.A. 1080 (practice of profession): Valid Professional License and Report/Certificate of Rating 3. Proof of Eligibility (CSC, PRC, etc.) (with supporting documents if name appearing on Eligibility Certificate is different from name in the PDS)
- 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 IPCR in the last rating period (government employees) or Employees Reference Check (non-government employees)
- 6. Copies of Certificates of Training programs completed; and
- 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.

Applicants will receive instructions, vila email reply, on next steps regarding their application 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)

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.

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

To: CIVIL SERVICE COMMISSION (CSC)

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MELISSA S. URBANO

Head, Human Resources and Development

Date: 18-Mar-25

_	No.			
Chief Ecosystems Management Specialist	if applicable)			
OSEC-DENRB-CECMS-11- 1998	Plantilla Item No.			
24	Job/ Pay Monthly Salary Grade	Salary/		
98,185.00				
Master's Degree or Certificate in Leadership and Management from the CSC	Education			
40 hours of supervisory/m anagement learning and development intervention undertaken				
40 hours of supervisory/m Four (4) years anagement learning and development intervention experience undertaken				
Career Service Professional; Second Level Eligibility; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)				
- Builds partherships 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 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 extand or eligh to the plants of one's department or functional area; - Builds a shared sense of destiny among individuals with seemingly desparate views concerns and aspirations; creates team cohesion and improves individual and team performance.	Competency (if applicable)			
Caves, Wetlands and Other Ecosystems Division	Assignment	Place of		

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if Bar passer: Supreme Court of the Philippines-issued certificate of Membership in the Philippine Bar

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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

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