

## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (DENR-BMB) intends to engage the services of a Park Attendant to provide support in the day-to-day management, protection, and administration of the Ninoy Aquino Parks and Wildlife Center (NAPWC).

<b>Service Description</b>	:	<b>PARK ATTENDANT (one vacancy)</b>
<b>Duration</b>	:	01 May 2025 – 31 December 2025
<b>Approved Salary/Wage</b>	:	PHP 720.00 per day (entry rate)

### 1. Requirements:

The candidate must have:

- 1.1. Completed Elementary education with ability to read and write;
- 1.2. Overall physical fitness with basic understanding of first aid and emergency response;
- 1.3. Flexibility to work on weekends and holidays.

### 2. Major Responsibilities:

- 2.1. Regularly and consistently patrol and monitor NAPWC grounds, including facilities, amenities and signages;
- 2.2. Uphold and enforce park rules and regulations to protect NAPWC's resources, ensure visitors' safety, and provide a positive experience for everyone;
- 2.3. When necessary, provide information on NAPWC, and explain park rules and safety regulations to the park visitors;
- 2.4. When necessary, perform maintenance works to ensure cleanliness and safety of the NAPWC premises and facilities for the park visitors;
- 2.5. Conduct ticket inspection and check tickets issued to park visitors;
- 2.6. Report any unusual incidents observed in the park to immediate supervisor;
- 2.7. Provide additional manpower and logistical help during park events and other activities;
- 2.8. Perform other tasks as may be assigned from time to time by the immediate supervisor.

### 3. Deliverables:

- 3.1. Semi-monthly individual accomplishment report.

**4. Applications must include:**

- 4.1. A letter of intent
- 4.2. A curriculum vitae (basic personal information including current email address, cellphone/telephone number, educational background, work experience, and three (3) references)

The deadline for submission of application is on or before **MAY 12 2025**

Qualified Applicants are advised to hand in or send through courier/email their application to:

**MARCIAL C. AMARO, JR. CESO II**

Assistant Secretary for Biodiversity

And Concurrent Director, Biodiversity Management Bureau

Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman Quezon City

Telephone Nos. (63-2) 8924 6031 to 35 locals 216, 236, 240, 246

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[hrdu@bmb.gov.ph](mailto:hrdu@bmb.gov.ph) CC: [napwc@bmb.gov.ph](mailto:napwc@bmb.gov.ph)

**APPROVED:**



**MARCIAL C. AMARO, JR. CESO II**

Assistant Secretary for Biodiversity

And Concurrent Director, Biodiversity Management Bureau