

TERMS OF REFERENCE

HIRING OF CONTRACT OF SERVICE PERSONNEL UNDER THE CAVES, WETLANDS, AND OTHER ECOSYSTEMS DIVISION

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB-DENR) intends to engage the services of a **Creative Arts Specialist** to supplement the Communication, Education and Public Awareness (CEPA) manpower requirements of the Bureau under the Caves, Wetlands and Other Ecosystems Division (CAWED).

Position Description	:	Creative Arts Specialist
Duration	:	Six (6) months after signing of contract (renewable)
Monthly Salary	:	Php 1,664.00 per day (inclusive of taxes)

Qualifications

The candidate must have:

- A degree in Multimedia Arts, Fine Arts, Communication, or any related courses.
- At least 3 years of environment-related professional experience in media production
- Must be proficient in communication design;
- Must be knowledgeable with Adobe Creative Suite, Canva, Envato, and Google Workspace;
- Must be knowledgeable with the use of professional equipment such as cameras, microphones, drones, etc.
- Must have adequate organizational skills, can perform supervisory and lead roles and solutions-oriented.

Additional skills advantage:

- Familiar with front-end web design (HTML, CSS, JavaScript);
- Familiar with or has worked on UX/UI design;
- Familiar with the usage of VMix for live streaming;
- Has an excellent grasp of the English language (to better work with technical writers)

Major Duties and Responsibilities:

- Assist the CEPA Core team in the development of a wide range of knowledge products from illustrations to AVPs, social media content, newsletter and other collaterals;
- Conceptualize the design and regular updating of knowledge products e.g. graphics, videos, newsletters and all other forms of multimedia information materials promoting BMB's programs and activities;
- Assist in the media production-related requirements of activities, events, consultations by the Bureau
- Craft, review and provide guidance in the preparation of artworks, studies of design of all publications, and other multimedia information materials;

- Shoot, collect, archive, and edit photo and video footage for BMB CEPA usage;
- Assist in the preparation, providing creative content, and documentation of CEPA-related events/celebration;
- Maintain an accessible media bank/database and ensure timely and relevant updating of CEPA materials;
- Assist in liaising with multimedia networks and organizations for better dissemination and reach of BMB's knowledge products; and
- Assist in the preparation/updating of the Bureaus communication plans and strategies;
- Perform other tasks as may be assigned by the immediate supervisor and/or higher BMB authorities from time to time.

Application Requirements

Interested applicants must submit the following:

- Letter of intent
- curriculum vitae or, if working with the government, Personal Data Sheet (CSC Form 212 revised 2017) and Work Experience Sheet
- Copy of Diploma
- Copy of Transcript of Records
- A design folio showcasing range and best works

Please send applications not later than June 13, 2025 to:

MARCIAL C. AMARO, JR. *CESO II*

Assistant Secretary for Biodiversity
and concurrent Director

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

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Approved by:


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Assistant Secretary for Biodiversity
and concurrent Director