

TERMS OF REFERENCE

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

Service Description	:	FORESTER
Duration	:	01 July 2025 = 31 December 2025
Approved Salary/ Wage	:	PhP 1,227.00 per day (inclusive of taxes, entry rate)

1. Requirements:

The candidate must have:

- 1.1 A degree in Forestry, Biology, Zoology or a related field in the natural sciences;
- 1.2 At least (1) year experience in natural resource management;
- 1.3 Good oral and written communication skills;
- 1.4 Preferably with experience in preparation off technical documents, reports and/or proposal;
- 1.5 Preferably with working experience with the government, or academe, or non-government organizations involved in biodiversity, environmental management, and natural resources sector.

2. Major Responsibilities;

- 2.1 Formulate and Implement short and long-term plans and projects for management of trees and landscapes of the NAPWC (e.g. determine the type, number, and placement of trees to be planted during tree planting events);
- 2.2 Manage the NAPWC Nursery;
- 2.3 Determine the appropriate preventive tree maintenance and silvicultural treatment method(S);
- 2.4 Conduct regular tree survey/inventory and related studies, and maintain digital inventory of trees;
- 2.5 Maintain the NAPWC Protected Area Information System (PAIS);
- 2.6 Review and analyze technical documents related to the management of NAPWC, and prepare the corresponding Complete Staff Work or (CSW);
- 2.7 Prepare reports; document meetings, workshops, seminars; assist in Management Board meetings;
- 2.8 Provide technical assistance to the NAPWC PASu;
- 2.9 Perform other tasks as may be assigned from time to time by the immediate supervisor.

3. Deliverables:

- 3.1 Semi-monthly individual accomplishment report.

- 3.2. Updated digital inventory of NAPWC planted trees and seedlings maintained at the Nursery.
- 3.3. Updated NAPWC PAIS.
- 3.4. Survey/Inventory Report.
- 3.5. Complete Staff Work; minutes of meeting; proceedings.
- 3.6. Related plans and proposals.

4. Application 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)
- 4.3. Photocopy of Transcript of Records.

JUL 07 2025

The deadline for submission of application is on _____.

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

MARCIAL C. AMARO, JR., CESO II

Director, Biodiversity Management Bureau in Concurrent Capacity as
Assistant Secretary for Biodiversity
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

Email address: bmbhrdu.application@gmail.com ; bmbhrdu@bmb.gov.ph ;
hrdu@bmb.gov.ph CC: napwc@bmb.gov.ph

APPROVED:



MARCIAL C. AMARO, JR., CESO II

Assistant Secretary for Biodiversity and
Concurrent Director, BMB