

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

Head, Human Resources and Development

MELISSA S. URBANO

Date:

30-Jun-25

No	Position Title (Parent/Child 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	Senior Ecosystems Management Specialist	OSEC-DENRB-SREMS-203-2014	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional, Second Level Eligibility	Coastal and Marine Division
2	Statistician II	OSEC-DENRB-STAT2-4-1998	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional, Second Level Eligibility	Biodiversity Policy and Knowledge Management Division
3	Administrative Assistant II (HRM Assistant)	OSEC-DENRB-ADAS2-97-2014	8	21,448.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional, First Level Eligibility	Office of the Director
4	Administrative Aide VI	OSEC-DENRB-ADA6-81-2004	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service Sub-Professional, First Level Eligibility	Biodiversity Policy and Knowledge Management 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 July 18, 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.)

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

RECEIVED

BY:


DATE:

JUN 30 01:42 PM

CIVIL SERVICE COMMISSION

5. HR-certified copy of IPGR 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 Nincy Aquino Parks and Wildlife Center
bmbhrdu.application@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.