

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).

Service Description	:	PARK ATTENDANT (one vacancy)
Duration	:	15 July 2025 – 31 December 2025
Approved Salary/ Wage	:	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; and
- 1.3 Flexibility to work on weekends and holidays.

2. Major Responsibilities;

- 2.1 Regularly and consistently maintain assigned area, NAPWC premises, and facilities to ensure cleanliness and safety of the park visitors (includes restroom cleanups, pick up trash, lagoon clean-up, etc);
- 2.2 Conduct ticket inspection and check tickets issued to park visitors;
- 2.3 Assist with park maintenance projects as assigned;
- 2.4 When necessary, provide information on NAPWC and explain park rules and safety regulations to the park visitors;
- 2.5 Assists in maintaining park equipment;
- 2.6 Provide additional manpower and logistical help during park events and other activities; and
- 2.7 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. 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)

The deadline for submission of application is on JUL 18 2025.

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

MARIGLO ROSAIDA I. LARIRIT

Assistant 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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APPROVED:



MARIGLO ROSAIDA I. LARIRIT

Assistant Director

Biodiversity Management Bureau