

CS Form No. 33-B
Revised 2018

(Stamp of Date of Receipt)



Republic of the Philippines
Department of Environment and Natural Resources

Mr.: ALAN LAGRIA VALLE

You are hereby appointed as Community Environment and Natural Resources Officer (SG-24)
(Position Title)

under Permanent status at the CENRO Taytay, Palawan, DENR Region IV-B
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of Eighty-Six Thousand Seven Hundred Forty-Two (P 86,742.00)
pesos per month.

The nature of this appointment is Promotion vice Redante D. Diwa
(Original, Promotion, etc.)

who Retired with Plantilla Item No. OSEC-DENRB-CENRO-120-1998
(Transferred, Retired, etc.)

page 1 of 6 under CENRO Taytay, Palawan.

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

CERTIFIED XEROX COPY

Elvin S. Base
Elvin S. Base

ROY A. CIMATU
Secretary

05 NOV 2021

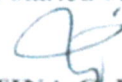
Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. 2000326, s. 2020
dated February 11, 2020

Certification

This is to certify that all requirements and supporting papers pursuant to **CSC MC No. 24, s. 2017, as amended**, have been complied with, reviewed and found to be in order.

The position was published at the CSC Bulletin of Vacant Positions in the Government in the CSC Website from May 12, 2021 to May 24, 2021 and posted in three (3) conspicuous places (DENR MIMAROPA and Attached Bureaus HR Bulletin, DENR Central Office Bulletin, DENR MIMAROPA Website and Jobstreet) from May 12, 2021 to May 24, 2021 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on July 07, 2021.



MA. CRISTINA C. RENDORIO
Chief, Personnel Section

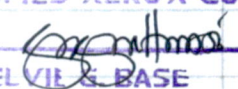
Certification

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on August 19, 2021.



DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director, Management Services
Chairperson, HRMPSB

CSC/HRMO Notation

ACTION ON APPOINTMENTS			Recorded by
<input type="checkbox"/> Validated per RAI for the month of _____			
<input type="checkbox"/> Invalidated per CSCRO/FO letter dated _____			
<input type="checkbox"/> Appeal	DATE FILED	STATUS	
<input type="checkbox"/> CSCRO/ CSC-Commission			
<input type="checkbox"/> Petition for Review	CERTIFIED XEROX COPY  ELVIE E. BASE		
<input type="checkbox"/> CSC-Commission			
<input type="checkbox"/> Court of Appeals			
<input type="checkbox"/> Supreme Court			

REPUBLIC OF THE PHILIPPINES
Department of Environment and Natural Resources

OATH OF OFFICE

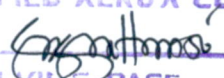
I, Alan L. Valle of 30 Concepcion St., MBS, Caloocan City, M.M.
having been appointed to the position of Community Environment and Natural
Resources Officer hereby solemnly swear, that I will faithfully discharge to the best of
my ability, the duties of my present position and of all others that I may hereafter hold
under the Republic of the Philippines; that I will bear true faith and allegiance to the same;
that I will obey the laws, legal orders, and decrees promulgated by the duly constituted
authorities of the Republic of the Philippines; and that I impose this obligation upon myself
voluntarily, without mental reservation or purpose of evasion.


SO HELP ME GOD.


ALAN L. VALLE
(Signature over Printed Name of the Appointee)

Government ID Driver's License
License Number N-25-08-024172
Date/Place Issued LTO-Caloocan

Subscribed and sworn to before me this 29TH day of NOVEMBER, 2021 in
Quezon City, Philippines.

CERTIFIED XEROX COPY

ELVIE G. BASE


ROY A. CIMATU
Secretary

Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. ALAN L. VALLE has assumed the duties and responsibilities as COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER (CENRO) of CENRO Taytay, Palawan effective November 29, 2021

This certification is issued in connection with the issuance of the appointment of Mr. VALLE as Community Environment and Natural Resources Officer (CENRO)

Done this 29th Day of November, 2021 at DENR MIMAROPA Region, Ermita, Manila

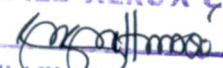

MARIA LOURDES G. FERRER, CESO III
Regional Executive Director

Date NOV 29 2021

Attested by


MA. CRISTINA C. RENDORIO
Chief, Personnel Section

201 file
Admin
COA
ESC

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ELVILE G. BASE

*For submission to CSCFO
within 30 days from the
date of assumption of the
appointee*

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center;">COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICER</div>																									
2. ITEM NUMBER <div style="text-align: center;">OSEC-DENRB-CENRO-120-1998</div>		3. SALARY GRADE <div style="text-align: center;">SG-24</div>																									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> </div> <div> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																											
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</div>		6. BUREAU OR OFFICE <div style="text-align: center;">MIMAROPA Region</div>																									
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">CENRO TAYTAY, PALAWAN</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">CENRO TAYTAY, PALAWAN</div>																									
9. PRESENT APPROP ACT <div style="text-align: center;">RA 10964 2018</div>	10. PREVIOUS APPROP ACT <div style="text-align: center;">RA 10924 2017</div>	11. SALARY AUTHORIZED <div style="text-align: center;">86,742.00</div>	12. OTHER COMPENSATION <div style="text-align: center;">RATA/ACA/PERA/Clothing/PIB/ 13th month /Cash Gift, etc.</div>																								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;"><i>PENR Officer</i></div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;"><i>Regional Executive Director</i></div>																									
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)																											
POSITION TITLE		ITEM NUMBER																									
Development Management Officer IV		OSEC-DENRB-DMO4-76-2014																									
Land Management Officer III		OSEC-DENRB-LAMO3-229-1998																									
Forester III		OSEC-DENRB-FORST3-28-1998																									
Senior Ecosystems Management Specialist		OSEC-DENRB-SREMS-97-2014																									
Administrative Officer I		OSEC-DENRB-ADOF1-467-2004																									
Credit Officer I		OSEC-DENRB-CROF1-57-2014																									
Administrative Aide VI		OSEC-DENRB-ADA6-255-2014																									
XXX																											
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">Laptop/Computer/Calculator/Camera/GPS</div>																											
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">17a. Internal</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 40%;">17b. External</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2"></td> </tr> </tbody> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
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Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																						
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Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):																								
18. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 40%;">Other/s (Please Specify)</th> </tr> </thead> <tbody> <tr> <td>Office Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>					Occasional	Frequent	Other/s (Please Specify)	Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
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Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION																											

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Implement or enforce ENR laws, rules and regulations for protection of environment and conservation of natural resources; maintain up-to-date data on ENR conditions; undertake the surveys of areas covered by applications for lease and permits; and collect and account for fees due to the government from users of natural resources, and initiate the settlements of conflicts between and among users of natural resources.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

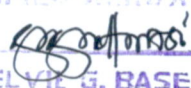
- 1 Plans, organizes, directs and coordinates the overall office and field activities and operations of the province concerning environmental and natural resources programs and projects;
- 2 Supervises and enforces discipline to personnel pertaining to norm and conduct in the effective performance of tasks pursuant to manual of operations, guidelines and establish practices;
- 3 Makes final review and correction of administrative and technical report submitted by subordinates;
- 4 Coordinates with local government units, national office officials and other concerned parties related to the conduct and operations of the office;
- 5 Execute and implement policy, rules and regulations, work programs and plans laid down by the regional office;
- 6 Approves routine and non-policy determining papers and renders administrative and technical decision within the limit of delegated authorities;
- 7 Occasionally conduct field inspection to obtain on the spot information about the needs and problems of the provincial office; and
- 8 Perform such other duties as may be assigned.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	Career Service Professional/Second Level Eligibility/RA 1080
21e. Functional Competencies			Competency Level
RO1 – Concept and Application of Integrated Ecosystems Management (IEM) - The ability to apply the concept of IEM vis-a-vis other related approaches to natural resources management (NRM). It includes the application of IEM in target sites – basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others. <i>Formulates and recommends policies, guidelines, procedures and criteria on integrated ecosystem management</i> 1. Develops and recommends policies, guidelines, procedures and criteria on integrated ecosystem management e.g., characterization, survey, rehabilitation, improvement and protection of ecosystems. 2. Pushes for organizational and policy support to institutionalize IEM application.			S
RO2 - Identification of interventions and integrating strategies across sectors (forestry, coastal, agriculture, urban, air space) thru consensus - The ability to: -Develop and recommend strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across sectors thru consensus -Integrate sector strategies at the ecosystems, and local development plans by LGUs e.g. FLUP, PA management plan, ICM in the LGU CLUPs coastal, agriculture, urban, air space) thru consensus. <i>Leads the identification of interventions and integrating strategies across sectors.</i> 1. Prepares budget to support implementation of integrated ecosystem management strategies.			S

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<p>RO3 - Characterization of Ecosystem and Use of Planning Tools and Procedures - The ability to plan and to undertake data gathering and to interpret such for situational analysis on a targeted clientele, assessment of ENR assets, governance and management of these assets, inter-connectedness, interdependence, issues and constraints and opportunities in managing the ecosystems. It includes conduct of resource assessment i.e., natural resource accounting and valuation, GIS for hazards and vulnerability assessment.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for characterization of ecosystem and use of planning tools and procedures.</p> <p>1. Formulates and recommends policies, plans and programs on the assessment of ENR assets, governance and management of these assets, inter-connectedness, interdependence, issues and constraints and opportunities in managing the ecosystems.</p>	S
<p>RO4 - Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems. - The ability to identify appropriate resource management and restoration strategies of various ecosystems – forests, coastal/marine, wetlands, rivers, mangroves, grasslands, others.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the identification of appropriate resource management and restoration strategies of various ecosystems.</p> <p>1. Develops and recommends policies, guidelines, procedures and criteria on integrated ecosystem management e.g., characterization, survey, rehabilitation, improvement and protection of ecosystems.</p>	S
<p>RO5 - Zoning for Strategic Management. - The ability to allocate and delineate land and marine resources based on their peculiar characteristics for optimum use and minimized risk. It also includes the ability to integrate the various resource management zones to LGU CLUPs and local development plans based on local and national policies and regulations.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the allocation and delineation of land and marine resources based on their peculiar characteristics</p> <p>1. Develops and recommends policies, guidelines, procedures and criteria on zoning of land and marine resources for strategic ENR management.</p>	S
<p>RO6 - Preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) - The ability to facilitate or provide technical assistance in the formulation and implementation of the following NRM Plans: FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM and to mainstream ENR plans to LGU Plans; including EIA, environmental and social requirements for mining e.g., social development programs.</p>	S
<p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans</p>	S
<p>RO7 – Environment and Natural Resource Accounting (ENRA) - Knowledge of the concept of externalities in environmental economics and the ability to apply these concepts in IEM – assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities. It includes skills in undertaking natural resource accounting (NRA) including its interpretation and application in NRM.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for Environment and Natural Resource Accounting activities</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the implementation of Environment and Natural Resource Accounting activities.</p>	S
<p>RO8 - Strategies and Schemes For Financing Environmental Projects - The ability to develop and formulate a responsive program or activity design which includes the Department's vision, mission and goals; knowledge on the Department's development thrust; new trends and developments in the subject field; and package the program to suit end-user requirements.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects.</p>	<p>S</p> <p>CERTIFIED XEROX COPY</p> <p> ELVIE G. BASE</p>

<p>RO9 - Results-Based Monitoring and Evaluation System (RBME) for Different ENRM Sites - The ability to identify, determine and facilitate joint adoption of key outputs and outcomes of NRM for watersheds, PAs, KBAs, islands, ancestral domains, islands, mineral reservations, others for the progress monitoring of biodiversity, forests and forest lands, environmental governance, ENR, sustainable financing, local sustainable development.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME activities for different ENRM sites.</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME activities for different ENRM sites.</p>	S
<p>RO10 - Environmental Governance - Knowledge of the basic elements of good environmental governance that include transparency, accountability, participatoriness and functionality and the ability to apply/practice the elements of good environmental governance in improved resource management. It includes developing and maintaining partnerships and networking to implement ENR policies and programs and to apply existing ENR standards and development of standards as needed.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for environmental governance activities</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for effective environmental governance activities.</p> <p>2. Champions the practice of good governance and serves as role model in the workplace.</p>	S
<p>RO11 - Climate Change and Environmental Management - The ability to apply IEM to mitigating climate change and facilitating adaptation strategies for ecosystems for helping communities adapt their livelihoods and enterprises.</p> <p>Maintains partnership and networks to deliver and enhance work outcomes</p> <p>1. Provides information, guidance and assistance on the processes and requirements.</p> <p>2. Arranges with partner institutions on course offerings.</p> <p>3. Has knowledge on how to create networks through social media.</p>	S
<p>HR11 - Monitoring and Evaluation (M&E) of L&D Programs - The ability to regularly gather the L&D program accomplishment against measures of expected performance and assess the performance and the achievement of learning & development program/project objectives, its effects and impact.</p>	S
<p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the application of mitigative and adaptive solutions to climate change</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the application of mitigative and adaptive solutions to climate change.</p> <p>2. Undertakes institutional partnership, networking and public mobilization to address climate change</p>	S
<p>RO12 - IEC, Social Marketing and Extension Support - The ability to develop a communication/advocacy/social marketing plan to target changes of behaviors among local and national policy makers, and users/on-site land and resource managers/stakeholders to improve ENRM. It includes documentation of best practices and how to use these to enhance social marketing for changing behaviors and policies.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM.</p>	S
<p>RO13 - ENR Monitoring & Evaluation/Environmental Audit - The ability develop Results-based M&E that are based on outcomes, outputs that are linked with DENR MFOs and in monitoring compliance of concerned sectors to ENR standards/agreements and permits.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of ENR monitoring and evaluation/ environmental audit activities</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of ENR monitoring and evaluation/ environmental audit activities.</p>	S

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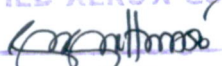
<p>RO 14 Impact Assessment Across Ecosystems - Knowledge and skills and understanding of environmental externalities of investments and various land and resource uses across the landscapes, on- and off-sites, and upstreams and downstreams and in applying impacts in assessing and evaluating land and resource uses and EIA/IEE applications.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of impact assessment across ecosystems.</p>	<p>S</p>
<p>RO15 - Social Negotiation - The ability to analyze situational conflict(s) among stakeholders, facilitate appropriate negotiation strategy and process, and seal the agreement reached through a memorandum (MOA) or other formal/legal document.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities</p> <p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities.</p>	<p>S</p>
<p>RO16 - Surveying and Mapping - The ability to conduct measurement of the earth's surface primarily to establish project control points and boundaries of projects by determining the coordinates/position of boundary corners, setting corner markers or monuments and obtaining the technical descriptions and area making therefrom the scaled representation of the survey by means of maps for legal, regulatory and resource development and management of the public domain in accordance with the provisions of the Manual for Land Surveys.</p> <p>Plans and monitors the Division's projects and assists in the formulation of policies on ENR-related surveying and mapping activities.</p> <p>1. Overall supervision and management of all the Division's projects. 2. Prepares and review research and development (R&D) project proposals. 3. Assists the Director in the formulation of policies on ENR-related surveying and mapping activities. 4. Recommends policies regarding land survey verification activities. 5. Reviews, evaluates and recommends approval, cancellation, amendment and rejection of surveys. 6. Prepares, and develops, programs and policies in relation to surveying activities. 7. Evaluates and finalizes technical reports. 8. Serves as resource person/facilitator during meetings/workshops and congressional hearings. 9. Serves as expert witness in court proceedings. 10. Provides technical assistance in conferences and activities related to land survey with the other government agencies, LGU and other stakeholders.</p>	<p>S</p>
<p>RO17 - Geographic Information System (GIS) - The ability required to operate, update, access, maintain and secure geographic information system (GIS) data software and hardware. It requires the ability for the generation, processing, management and dissemination of geographic data to interested users.</p> <p>Prepares plans and programs and formulates policy recommendations for GIS resource mapping</p> <p>1. Prepares plans and programs and formulates policy recommendation on GIS supported projects. 2. Reviews/approves technical reports on GIS projects. 3. Creates strategic alliances to ensure that goals and plans are aligned to the interests of other offices. 4. Acts as resource person in GIS.</p>	<p>S</p>

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ELVIE S. BASE

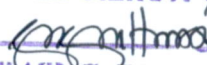
<p>RO18 – Land Management Information System Administration (LMIS) - The ability to operate, update, access and maintain Land Administration Management System (LAMS) data software and hardware. It requires the ability for the generation, processing, management and dissemination of geographic data to interested users.</p> <p>Prepares plans and programs and formulates policy recommendations for LAMS resource mapping.</p> <ol style="list-style-type: none"> 1. Reviews and leads data analysis and statistics on land database. 2. Formulates and recommends plans and policies on data security risk and disaster recovery. 3. Provides directions strategy on data harmonization and synchronization with other land database of other agencies. 4. Recommends IT service standards on land transactions within organization. 5. Reviews and recommends Information System Strategic Plan (ISSP) of the organization. 6. Acts as resource person on matters pertaining to land management and information system. 	S
<p>HR8 - Learning Program Management - The ability to effectively and efficiently manage a learning event during all its phases from planning to implementation and post-implementation.</p> <p>Implements learning management activities</p> <ol style="list-style-type: none"> 1. Administers and explains pre/post evaluation questionnaires. 2. Prepares basic communication such as invitation letters, confirmation of learners and subject matter experts, office order, etc. 3. Documents the highlights of learning event. 4. Develops operational plans, e.g. schedules, budget, participants and subject matter experts' directory, etc. in managing a learning event 5. Responds to crisis situations by successfully dealing with it. 6. Conducts post-learning evaluation. 7. Conducts cliniquing of the day's sessions among the members of the learning event teams. 	S
<p>RO19 - Land Management - The ability to effectively manage alienable and disposable lands and other government lands as defined in the Public Land Act through formulation of land policies and programs; conduct of sound land disposition and adjudication for equitable land ownership and tenurial security, and systematic land valuation to support revenue generation and stimulate land market.</p> <p>Formulates plans, programs and policies on land management activities.</p> <ol style="list-style-type: none"> 1. Introduces innovation on the management of lands. 2. Reviews and recommends actions, plans and policies pertaining to land management. 3. Leads certain activities on land management. 4. Formulates and recommends policies on land management matters. 5. Acts as resource person in meetings, hearings, and other seminar on land management. 	S
<p>RO20 - Land Records Management - Knowledge and skills required to efficiently and effectively maintain an updated and orderly filing system of land records manually or thru the use of computers, to facilitate retrieval and maintenance of land records.</p> <p>Formulates plans, programs and policies on land records management.</p> <ol style="list-style-type: none"> 1. Administers all activities on land records management. 2. Acts as technical expert/ witness and testifies on subpoena duces tecum on cases pursuant to court order. 3. Establishes and maintains an active continuing program for the management, preservation and disposition of land records and confidential information. 4. Serves as a resource person on this competency. 5. Formulates and recommends actions, plans and programs on land records management including modernization of land records management system. 6. Provides management in relevant data and statistics as inputs to decision making. 	S

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ELVIL G. BASE
Land Management Specialist

<p>RO21 - Land Management and Resource Regulation - The ability required to effectively manage alienable and disposable lands and other government lands as defined in the Public Land Act through formulation of land policies and programs; conduct of sound land disposition and adjudication for equitable land ownership and tenurial security, and systematic land valuation to support revenue generation and stimulate land market. It includes the ability to effectively regulate the utilization of forest and water resource and wildlife permitting.</p>	S
<p>Formulates plans, programs and policies on land management and resource regulation activities.</p> <ol style="list-style-type: none"> 1. Introduces innovation on lands management and resource regulation. 2. Reviews and recommends actions, plans and policies pertaining to land management and resource regulation. 3. Administers all activities on land management and resource regulation. 4. Recommends formulation of new policy guidelines on land management and resource regulation/permitting. 	S
<p>RO22 - Tenure and Rights Assessment - The ability to evaluate effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p> <ol style="list-style-type: none"> 1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities. 	S
<p>RO23 - Tenurial Instruments and Permits for Improved Resource Management - The ability to issue tenure instruments and permits for communities, government agencies/organizations/private sector and the mechanics and operation of co- management under the partnership for improved resource management.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the issuance of tenurial instruments and permits for improved resource management</p> <ol style="list-style-type: none"> 1. Develops, recommends and introduces innovation, strategies, policies, guidelines, procedures and criteria for the issuance of tenurial instruments and permits under co-management agreement for improved resource management. 2. Reviews and recommends actions, plans and policies pertaining to issuance of tenure instrument and permits. 3. Administers all activities on issuance of tenure instrument and permits . 4. Recommends formulation of new policy guidelines on issuance of tenure instrument and permits. 	S
<p>RO24 - ENR Law Enforcement - The ability to enforce existing laws on protection and improved management of natural resources (forestry, wildlife, protected area, coastal, lands, cave, water resources, etc); to organize, establish and operate multi-sectoral or inter-LGU NR Protection Council; to identify policy gap and to develop, formulate policies for improved environmental management and to monitor compliance and evaluation of existing tenurial instruments and permits.</p> <p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of ENR law enforcement activities</p> <ol style="list-style-type: none"> 1. Develops new strategies on ENR operation & recommend policies for improvement of environmental protection/management (Forest protection strategies i.e. denying the source, cutting of route & denying the market). 2. Conducts training of field staff in the implementation of ENR rules & regulations. 3. Collaborates/networks with institutions/ Law Enforcement Agencies/ NGO/Media & other concerned stakeholders/ Establishes and maintains linkages with institutions/ Law Enforcement Agencies/ NGO/Media & other concerned stakeholders. 4. Conducts technical evaluation with recommendations of all ENR cases. 	S

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ELVING RASE
OFFICIAL SEAL

<p>F1 - Forest Land Use Planning - Knowledge and skills required to identify, assess and classify the most appropriate use of forestlands, i.e. production and protection forests based on bio-physical and socio-economic characteristics, on the map and on the ground, including the division of the area into grids.</p> <p>Formulates and recommends forest land use plans, programs and policies.</p> <p>1. Recommends appropriate land uses of a forest area. 2. Prepares comprehensive land-use plan.</p>	S
<p>F2 - Forest Resource Inventory and Assessment - Knowledge and skills required to conduct inventory, accounting/valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data as inputs to development and management plans and/or program of action of government and private entities and other stakeholders.</p> <p>Plans and recommends programs and policies in the conduct of inventory, accounting/valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data.</p> <p>1. Imparts knowledge on forest resources inventory. 2. Applies results of the forest resource inventory to planning process and projection module and to resource accounting system.</p>	S
<p>F3 - Natural Forest Productivity Improvement - Knowledge and skills required to improve the productivity of forests/forestlands in terms of volume and value of wood and non-wood products through appropriate silvicultural systems.</p> <p>Formulates and recommends plans, programs and policies for national forest productivity improvement.</p> <p>1. Assesses and projects the contributions of natural forest to national economy on and off-site. 2. Applies the results to planning and decision-making processes.</p>	S
<p>F6 - Establishment and Maintenance of Forest Nurseries - Knowledge and skills required in selecting seed production areas, nursery sites, sexual and asexual/clonal propagation, selection of mother trees, nursery operations, establishing nursery infrastructure facilities (i.e storage, potting shed etc.)</p> <p>Formulates and recommends plans, programs and policies on the establishment and maintenance of forest nurseries.</p> <p>1. Applies forest genetics in tree improvement. 2. Evaluates application for seed certification</p>	S
<p>F7 - Rehabilitation and Management of Watersheds - Knowledge and skills required to characterize, appraise, delineate, assess, plan, choose and select soil and water conservation measures to rehabilitate watersheds and sustain its management.</p> <p>Formulates and recommends plans, programs and policies to rehabilitate watersheds and sustain its management</p> <p>1. Develops and recommends policies, guidelines, procedures and criteria on sustainable watershed management e.g., characterization, survey, rehabilitation, improvement, and protection of watersheds. 2. Knows water resources accounting and valuation/ pricing.</p>	S
<p>F8 - Sustainable Management of Grazing Lands - Knowledge and skills required to survey and assess the suitability of the area for grazing purposes and to enhance the productivity of grazing land through improved forage and pasture grasses.</p> <p>Formulates and recommends plans, programs and policies for the sustainable management of grazing lands.</p> <p>1. Develops standards in setting aside areas as permanent grazing lands.</p>	S
<p>F9 - Forest Plantation Establishment, Maintenance and Protection - Knowledge and skills required to establish, maintain, protect, and manage forest plantations.</p> <p>Formulates and recommends plans, programs and policies on forest plantation establishment, maintenance and protection.</p> <p>1. Recommends policies to improve contributions of plantation forest to sustainable management.</p>	S


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<p>B1 - Caves and Wetlands Resources Management - Knowledge and skills required to provide technical assistance to the LGUs and other stakeholders in the planning, implementation and monitoring of sustainable use of caves and wetlands resources. It also includes the assessment, rehabilitation, conservation, protection, sustainable development and management of coastal and marine ecosystems.</p> <p>Formulates and recommends management plans, programs and policies for caves and inland wetlands.</p> <ol style="list-style-type: none"> 1. Reviews and recommends policies in the sustainable development of caves and inland wetlands ecosystems and their resources. 2. Initiates new strategies in the sustainable development of caves and inland wetlands ecosystems and their resources. 3. Reviews and recommends plans and programs in the sustainable development of caves and inland wetlands ecosystems and their resources. 4. Establishes networking and recommends partnerships. 	S
<p>B2 - Protected Area Management - Knowledge and skills required in the planning, implementation and monitoring of programs and activities for the protection and sustainable use of biodiversity resources including ecosystem services and functions within protected areas.</p> <p>Supervises implementation policies, plans and programs on the management of protected areas.</p> <ol style="list-style-type: none"> 1. Integrates and/or harmonizes protected area management plans into wider land and seascape plans. 2. Establishes a collaborative effort with LGUs, other OGAs/institutions in the management of protected areas. 3. Documents and reports adaptive management strategies as implemented. 4. Prepares report on the state of protected area. 5. Guides and coaches others on this competency. 	S
<p>B3 - Management of Socio Cultural and Economics Aspects - Knowledge and skills required to deal with socio-cultural and economic aspects to address issues on sustainable production and consumption of resources.</p> <p>Formulates and recommends policies, plans and programs on sustainable production and consumption of resources.</p> <ol style="list-style-type: none"> 1. Recommends policies, plans and programs on the sustainable use of resources 	S
<p>B4 - Coastal and Marine Biodiversity Management - Knowledge and skills required to formulate enabling policies, laws, rules and regulation; develop plans and programs and provide technical assistance to the LGUs, local communities and other stakeholders on tools in the planning, implementation, management and monitoring of sustainable use and development of coastal and marine biodiversity. Scope of basic knowledge is on mangroves, beach forests, seagrasses, corals, small islands, shorelines and intertidal zones, rivers, and associated habitats.</p> <p>Supervises the finalization of policies, plans and programs and recommends for approval coastal resources management plans, programs and policies.</p> <ol style="list-style-type: none"> 1. Lobbies for the enactment of laws, policies/ ordinances and systems. 2. Has knowledge on existing laws and policies on coastal and marine environment both at the national and international level. 3. Establishes long range objectives on assessment, rehabilitation, conservation, protection, sustainable development and management of coastal and marine ecosystems. 4. Undertakes impact assessment studies on costal resource use and management. 5. Oversees regional and international coordination/cooperation programs and activities. 6. Supervises the monitoring and evaluation of existing programs and projects on coastal and marine resources conservation and management. 	S

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 ELVIE G. BASE
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<p>HR8 - Learning Program Management - The ability to effectively and efficiently manage a learning event during all its phases from planning to implementation and post-implementation.</p> <p>Implements learning management activities</p> <ol style="list-style-type: none"> 1. Administers and explains pre/post evaluation questionnaires. 2. Prepares basic communication such as invitation letters, confirmation of learners and subject matter experts, office order, etc. 3. Documents the highlights of learning event. 4. Develops operational plans, e.g. schedules, budget, participants and subject matter experts' directory, etc. in managing a learning event 5. Responds to crisis situations by successfully dealing with it. 6. Conducts post-learning evaluation. 7. Conducts cliniquing of the day's sessions among the members of the learning event teams. 	S
<p>B5 - Coastal Hazard Management - Knowledge and skills required to assess the impact of human activities and natural hazards to the coastal and marine environment.</p> <p>Formulates and recommends coastal hazard management plans, programs and policies.</p> <ol style="list-style-type: none"> 1. Mobilizes coastal area disaster team on coastal hazards in coordination with concerned agencies. 	S
<p>B6 - Conservation Management of Ecosystems, Habitats and Species - Knowledge and skills needed to undertake technical and practical aspects of propagation, captive breeding and recovery of species of flora and fauna including the management and restoration and/or rehabilitation of degraded habitats and ecosystems.</p> <p>Formulates and recommends conservation management of ecosystems, habitats and species plans, programs and policies.</p> <ol style="list-style-type: none"> 1. Monitors and evaluate species and habitat conservation and recovery projects. 2. Evaluates ex-situ plant and animal conservation and breeding projects. 3. Determines/monitors sustainable quotas for natural resource use. 	S
<p>B7 - Ecotourism Development and Management - Knowledge and skills required for the planning and management of ecotourism activities and infrastructure in protected areas and other conservation areas, including specific techniques in site assessment, visitor site planning, sustainable infrastructure, visitor management, monitoring and evaluation, and addressing ecotourism impacts.</p> <p>Formulates and recommends ecotourism development plans, programs and policies.</p> <ol style="list-style-type: none"> 1. Manages, monitors and evaluates the implementation and impacts of ecotourism development plans and projects. 	S
<p>B8 - Natural Resources Assessment – Biological & Physical - Knowledge and skills related to inventory and assessment of biological and physical resources whether in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.</p> <p>Formulates and recommends plans, programs and policies for the management of biodiversity resources.</p> <ol style="list-style-type: none"> 1. Recommends market-based instruments for environmental services. 2. Recommends bio-physical research, survey, research and monitoring methods and programs. 	S
<p>B9 - Protected Area/Critical Habitat Policy, Planning and Management - Knowledge and skills required to assess biological resources and unique physical and cultural diversities including their associated threats and potentials; develop, implement and monitor plans, policies and programs for their sustainable use and protection in partnership with the local stakeholders. It also covers the higher level specific skills required for modern protected area and critical habitat management.</p> <p>Formulates, recommends and monitors PA and critical habitat management plans, policies and programs for their sustainable use and protection in partnership with the local stakeholders.</p> <ol style="list-style-type: none"> 1. Formulates and recommends national and international policies for biodiversity conservation and protected area management. 2. Develops and implements alternative protected area management systems. 	S

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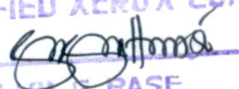


ELVIN G. BASE

RECORDS

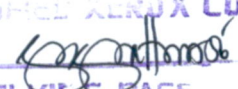
Cross-Cutting Competencies	Competency Level
<p>TC1 - Project Management - Knowledge and skills required to plan, organize, implement, supervise, monitor and assess projects/ workplans, outputs, effects and impacts.</p> <p>Formulates plans, programs and policies on improvement of project management activities.</p> <ol style="list-style-type: none"> 1. Recommends approaches and strategies to address gaps for the improvement of project. 2. Formulates and recommends policies based on the results and impacts of the project. 3. Supervise overall activities of the project. 	I
<p>FC1 - Basic Computer Skills - Knowledge and skills needed in handling and manipulating various information, materials (audio, video, etc.) using available computer software application and technology.</p> <p>Applies computer skills in work using MS Office applications.</p> <ol style="list-style-type: none"> 1. Has knowledge of IT infrastructure [hardware, software, operating systems, personal computing, local area network (LAN), wide area network (WAN), computer telephony integration, and internet]. 2. Uses other built-in / add-on functions of word processor (e.g. mail merge, macros, etc.) 3. Creates graphs and other graphical presentations of information / data contained in an Excel spreadsheet. 4. Prepares presentation using PowerPoint. 	I
<p>FC2 - Database Management - Knowledge and skills required to operate, update, access, maintain and secure the office/unit's database software.</p> <p>Performs the standard procedure and basic concepts of creating spatial databases.</p> <ol style="list-style-type: none"> 1. Converts/digitizes analogue data to geospatial format. 2. Edits and integrates converted/digitized geospatial and attribute data. 3. Follows the standard coding and encoding instructions. 	I
Core Competencies	Competency Level
<p>CO1 - Exemplifying Integrity - The ability to exemplify high standards of professional behavior as public servants, adhering to ethical as well as moral principles, values and standards of public office.</p>	S
<p>Demonstrates compliance to policies, rules and other standards set by the agency Actively advocates the policies, rules and other standards set by the agency.</p> <ol style="list-style-type: none"> 1. Inspires others to act at the highest level of honesty and integrity. 2. Inspires public appreciation for, confidence, and a trust in the necessary work of government both through personal example and Agency policies, procedures, products and services that deserve such appreciation, confidence and trust. 3. Demonstrates public service as a higher calling and an honorable profession, both through personal example as well as through the principles that visibly guide the organization one leads. 4. Establishes procedures and policies that support an organizational moral compass teaching the principles of integrity and honesty, setting clear and explicit standards of behavior, and ensuring aggressive and visible commitment to observing these standards. 5. Provides accurate, current and understandable information to policy makers and citizens, exposing the implications of choice in an unbiased fashion. 	S


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ELVIE G. BASE

<p>CO2 - Delivering Service Excellence - The ability to provide proactive, responsive, accessible, courteous and effective public service to attain the highest level of customer satisfaction.</p> <p><i>Builds and shapes DENR service culture and strategy and provides leadership in service delivery through highest degree of responsibility, intelligence and skills.</i></p> <ol style="list-style-type: none"> 1. Consistently exceeds stakeholders' needs and expectations by keeping abreast with local and global best practices in the industry and the condition/ situation in the bureaucracy necessary to implement a successful change strategy. 2. Provides correct, adequate and prompt information to customers as may be necessary. 3. Directs the organization towards the achievement of the service excellence platform in the entire bureaucracy. 4. Consults DENR officials for the institutionalization of a service culture. 5. Establishes parameters of authority within the DENR and empowers DENR leaders to manage DENR's culture of service excellence. 6. Offers additional services to customer as a result of analysis, appreciation and understanding of the customer's goals, needs and direction. 7. Promotes a culture of continuous learning and coaching to strengthen skills and knowledge of people to raise the bar toward high quality service delivery. 8. Serves as a resource for sharing and applying new knowledge, skills and responsibility learned in one's field to stakeholders both internally and externally. 9. Gathers views from subordinates on how they are managed have improved 	S
<p>CO3 - Solving Problems and Making Decision - The ability to resolve deviations and exercise good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results.</p> <p><i>Provides timely solutions to problems even without available data and comes up with appropriate and sound alternatives to resolve a decision dilemma</i></p> <ol style="list-style-type: none"> 1. Identifies and analyses patterns and trends to reveal new dimensions before presenting alternative solutions; and arrives at the best and appropriate solution to complex problems. 2. Provides information that is not directly involved in the deviation but may be affected with the potential solutions identified to resolve the situation or arrive at a solution. 	S
<p>CO4 - Demonstrating Personal Effectiveness - The ability to demonstrate and display self-direction or self-motivation as well as engaging in ongoing personal development.</p> <p><i>Defines personal goals and challenges and proactively defines an approach and sets goals and plans to overcome such challenges or achieve the goals.</i></p> <ol style="list-style-type: none"> 1. Communicates and explains the task or plan and their implications as well as ensure buy-in in the DENR or various agencies, taking into account potential variations across agencies that may affect their success or impact. 2. Performs and completes given tasks, considering and addressing their potential impact DENR-wide and across the bureaucracy. 3. Acts as a role model for balance work, personal and family life. 4. Creates a culture that fosters high standards of values and ethics. 5. Instills mutual trust and confidence with/among groups and individuals. 6. Asks for and uses feedback to improve performance, seeks and acquires new work methods, ideas, and information that will improve efficiency and effectiveness on the job. 	S
<p>CO5 - Championing and Applying Innovation - The ability to increase productivity and efficiency at work by applying new ideas and creative solutions to existing processes, methods, and services.</p> <p><i>Promotes a culture and discipline of challenging the status quo and seeking for and applying improvements.</i></p> <ol style="list-style-type: none"> 1. Influences or inspires others to welcome and propose changes that improve organizational systems and processes. 2. Supports and encourages innovations and creative thinking by championing the testing of new approaches. 	S


 ELVIE G. RASE
Supervisor, DENR Region 1

LEADERSHIP	Competency Level
<p>LC1 - Strategic Leadership - The ability to "see the big picture", think multi-dimensionally, craft innovative strategies/solutions; and envision a preferred future for one's unit/office and functions in the context of the DENR's Vision and Mission. It includes skills needed to establish and to communicate organizational objectives and to monitor progress toward accomplishment of such objectives; to initiate action; and to provide structure and systems to achieve goals and ensure long-term success.</p> <ol style="list-style-type: none"> 1. Interprets the complex and volatile nature of the environment to the agency and adaptively moves it into a more strategic position where it can better address the challenges it faces both now and into the future. 2. Communicates a clear vision that generates enthusiasm, passion and commitment to the organization mission. 3. Influences and persuades through effective will power. 4. Takes on a pivotal role in promoting the development of an inspiring, relevant vision for the organization and influences others to share ownership of office goals. 5. Takes initiative to collaborate with leadership team and other line agencies to shape the strategic direction of DENR. 	<p>S</p>
<p>LC2 - Leading Change - The ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes the ability to encourage others to seek opportunities for different and innovative approaches in addressing challenges and opportunities, and to advance and sustain change within the organization.</p> <ol style="list-style-type: none"> 1. Plans, designs and exhibits buy-in and full support for the change management plan to succeed organization-wide to improve organizational effectiveness. 2. Develops change management sponsorship model. 3. Establishes structures and processes to plan and manage the orderly implementation of change that will be beneficial to the DENR. 4. Reinforces the change effort in a dynamic manner. 5. Provides strategic insight on change management. 6. Acts as mentor/coach to change management teams and provides guidance. 7. Leads in setting new organization's directions, partnerships, policies and procedures. 	<p>S</p>
<p>LC3 - People Development - The ability to develop subordinates' competencies and enhance their performance by planning effective development activities related to current and future jobs. It includes the ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented. It also includes the ability to develop and nurture effective relationships with colleagues and team members and to deal constructively with conflicts.</p> <ol style="list-style-type: none"> 1. Fosters and cultivates a shared sense or commitment between and/or among groups, departments and clients despite differences and/or complexities of relationships and leads the organization towards a learning culture committed to continuous improvement and talent development. 2. Cultivates a learning environment by structuring interactive experiences such as looking for future opportunities that are in support of achieving an individual's career goals to gain their full potential. 3. Improves the skills and effectiveness of individuals through employing a range of development strategies. 4. Establishes systems and implements it to ensure that regular constructive feedback is given to each staff member through both formal and informal situations. 5. Promotes and rewards achievements in a way which openly acknowledges the contribution of individuals. 	<p>S</p> <p>  ELVIN S. PASCUAL <small>ELVIN S. PASCUAL</small> </p>
<p>LC4 - People Performance Management - The ability to create an enabling environment which will nurture and sustain a performance based coaching culture. It includes the ability to take responsibility for employees' performance, by setting clear goals and expectations, tracking progress against goals, ensuring feedback and addressing performance problems and issues promptly. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting value of continuous learning and improvement.</p>	<p>S</p> <p>Page 14 of 16</p>

<p>1. Leads the organization by example and through coaching towards a performance-based culture and the achievement of public service performance standards.</p> <p>2. Makes specific changes in the performance management system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently; improves quality, customer satisfaction, morale, revenues).</p>		
<p>LC5 - Leadership and Networking - The ability to build, and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders. It also seeks to develop and utilize collaborative relationships with local and international partners to facilitate the accomplishment of Agency goals through mobilization of resources and as aid in policy formulation.</p>		S
<p>1. Builds and then leverages on collaborative partnerships and networks to deliver or enhance work outcomes.</p> <p>2. Identifies, develops and leverages relationships with a diverse group of people across sectors, culture and race.</p> <p>3. Forges agreements/ understandings (MOA/MOU) with private and public sector partners to achieve common goals.</p> <p>4. Seeks opportunities for collaboration with local and foreign partners by participating in international conventions/ conferences/gatherings.</p> <p>5. Renders technical assistance to local and international partners in the development of policies and programs.</p> <p>6. Participates in effective joint problem-solving endeavours with local and international partners.</p> <p>7. Represents agency in international organizations to work together in meeting mutual goals.</p>		S
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	<p>1 Supervising staff.</p> <p>Task: a. Conduct human/physical resources inventory</p> <p>b. Analyze potentials of staff</p> <p>c. Assign staff to units/functions</p> <p>d. Provide for welfare of staff</p> <p>e. Monitor assigned staff/activities</p> <p>f. Counsel staff</p> <p>g. Train staff</p> <p>h. Conduct performance evaluation</p> <p>i. Recommend staff for promotion/suspension</p> <p>k. Commend staff for incentives and rewards</p>	
20%	<p>2. Implementing policies/laws/regulations</p> <p>Tasks: a. Study policies/laws/regulations for familiarization</p> <p>b. Relate policies/laws/regulations to cases clients</p> <p>c. Analyze applicability of policies/law regulations to cases</p> <p>d. Designate staff to implement policies laws/regulations</p> <p>e. Conduct investigations of issues/problems in a pro-active way</p> <p>f. Recommend department action</p> <p>g. Decide solution in coordination with relevant authority</p> <p>h. File complaint before a court</p> <p>i. Attend as professional witness</p> <p>j. Conduct prosecution (if CENRO is a lawyer) or brief a lawyer</p> <p>k. Prepare and submit report</p>	

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F. L. R. RACE

20%	3. Processing permits and patents Task: a. Disseminate permit information and requirements b. Receive applications c. Interview applicants d. Inform unsuccessful applicant in writing e. Conduct/ supervise field investigations f. Reviews applications regarding requirements h. Reviews/analyze result of staff conducted field investigations h. Approve permit within CENRO authority i. Recommend permit for approval	
20%	4. Coordinating with other agencies Tasks: a. Identify, visit and evaluate agencies within jurisdiction b. Attend/call meetings and social gatherings c. Sponsor joint projects d. Prepare MOA e. Disseminate information	
20%	5. Developing and implementing projects Tasks: a. Identify possible projects b. Appraise and select projects c. Submit selected project for review/approval d. Follow up approval e. Implement and evaluate projects	
100%		

23. ACKNOWLEDGMENT AND ACCEPTANCE:

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.



ALAN L. VALLE

Employee's Name and Signature

Date :

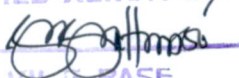
MARIA LOURDES G. FERRER, CESO III

Regional Executive Director, DENR MIMAROPA Region

Supervisor's Name and Signature

Date:

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