



NOTICE OF HIRING

The DENR – PENRO Marinduque is in need of **ONE (1) DATA ENCODER** to be assigned in this Office (Male or Female).

Employment Status : Contract of Service
Duration : August – December 2023

MINIMUM QUALIFICATIONS

- Completion of at least two-year studies in College with a relevant course in engineering, forestry, information technology, or related field
- Computer literate

DESIRED QUALIFICATIONS

- Ability to collect, analyze and summarize spatial data
- Knowledge in basic computer operations
- Knowledge in Microsoft Office software
- Able to communicate well both verbally and in writing
- Basic knowledge in using GIS Mapping software such as ArcGIS is not required but will be an advantage

Work Experience : None required

Interested individuals are required to submit an application letter addressed to Imelda M. Diaz, OIC - PENR Officer together with his/her completely filled-out and updated Personal Data Sheet (PDS) Form 212 (Revised 2017) and School Records (Diploma and Transcript of Records) to the DENR-PENRO Marinduque, Capitol Compound, Barangay Bangbangalon, Boac, Marinduque or via email at penromarinduque@denr.gov.ph.


GEMMA P. DELOS REYES
In-Charge, Management Services Division