



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

November 19, 2023

**MEMORANDUM**

FOR : The OIC, Regional Executive Director  
DENR MIMAROPA Region  
1515 DENR by the Bay Building, Roxas Blvd.,  
Brgy. 668, Ermita, Manila

THRU : The PENRO, Occidental Mindoro  
The CENRO, Sablayan

FROM : The PASu, Mt. Calavite Wildlife Sanctuary (MCWS)

SUBJECT : **APPEAL FOR THE POSITION OF SUPERVISING  
ECOSYSTEM MANAGEMENT SPECIALIST (SVEMS) UNDER  
PENRO OCCIDENTAL MINDORO**

May the undersigned respectfully submit her appeal to the result of evaluation by the DENR MIMAROPA Human Resource Merit Promotion and Selection Board (HRMPSB) disqualifying the undersigned's application to the two (2) vacant Supervising Ecosystem Management Specialist (SVEMS) positions (OSEC-DENRB-SVEMS-73-2014 and OSEC-DENRB-SVEMS-75-2014) under PENRO Occidental Mindoro, based on the memorandum dated November 3, 2023 of the Administrative Officer IV (HRMO II) of the PENRO Occidental Mindoro (*Annex A*).

In the memorandum, the board allowed the undersigned to continue with the next level of screening process, however, it contained information explicitly regretting that the undersigned is not qualified for the promotion due to the three-salary grade limitation and that the undersigned did not meet the exemptions stated in Section 97, items (a) and (e) of the *2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)*, also referred as CSC Resolution No. 1800692 dated July 3, 2018.

Moreover, the memorandum vehemently conveyed a message that the undersigned was only allowed to proceed with the screening process to accommodate the request of the end-user.

In view of the foregoing, the undersigned respectfully submit this appeal based on the following merits:

Section 97, Rule IX (Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board) of the *2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)* states that "*An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position.*"



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

However, it is emphasized that the undersigned's application to SVEMS positions falls within the **purview** of the following exceptions outlined in Section 97, Rule IX of CSC Resolution No. 1800692:

1. (a) *The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.*

The PENRO Occidental Mindoro has **four (4)** SVEMS positions in its structure, wherein **two (2)** are currently vacant.

The System of Ranking Positions (SRP) per undated memorandum of then OIC, Regional Director Oscar C. Dominguez re *Resubmission of System of Ranking Positions (SRP)*, which was submitted to the DENR Central Office on April 23, 2015 (**Annex B**), provided that the *position/s next in rank* to SVEMS in the PENROs are Senior Ecosystems Management Specialist (SEMS), Senior Forest Management Specialist (SFMS), and Forester III. However, it is emphasized that the PENRO Occidental Mindoro has no SEMS and SFMS positions in its organizational structure. The SEMS position is part of the organizational structure of the CENROs while the SFMS position is only found in the organizational structure of the Regional Office.

*Next-in-Rank Position* is defined under Appendix A of CSC Resolution No. 1800692 as “a position which by reason of the hierarchical arrangement of positions in the agency or in the government is determined to be in the nearest degree of relationship to a higher position as contained in the agency's System of Ranking Positions (SRP).”

*System of Ranking Positions* is defined under the same Appendix of CSC Resolution No. 1800692 as “the hierarchical arrangement of positions from highest to lowest, which shall be a guide in determining which position is next-in-rank, taking into consideration the following: a) **organizational structure** b) salary grade allocation c) classification and functional relationship of positions, and d) **geographic location**.”

Based on the attached copy of organizational structure (**Annex C**) of the **PENRO** Occidental Mindoro, the position with the *nearest degree of relationship* to SVEMS are the Forester III, Planning Officer III, and Land Management Officer III, all of which bearing a salary grade of 18. These positions are next-in-rank to SVEMS due to the following:

- a. In terms of *organizational structure*, the PENRO was the only structure considered since the CENRO has a separate structure and list of plantilla



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

positions. The SRP prepared in 2015 has even provided separate system for the Regional Office, PENROs, and CENROs.

- b. In terms of *salary grade allocation*, there are no positions bearing salary grades of 19, 20 and 21 within the *organizational structure* of the PENRO Occidental Mindoro. Further, the Forester III position in the PENRO Occidental Mindoro is currently vacant due to the promotional appointment to a higher position (SVEMS) of its previous holder, the holder of LMO III position did not apply for the currently vacant SVEMS positions, while the undersigned is the current holder of the Planning Officer III position despite being designated and assigned as the Protected Area Superintendent (PASu) of Mt. Calavite Wildlife Sanctuary (MCWS) per DENR Special Order No. 148 dated May 12, 2020 and Regional Special Order No. 220 dated July 26, 2022.
- c. In terms of *classification and functional relationship of positions*, the SVEMS' general function include *"Reviews and analyzes policy proposals, drafts of formulated policies, plans and programs for management of strict nature reserves, game refuges and wildlife sanctuary, wilderness areas and other categories of protected area; Coordinates with other units in the Bureau and with other institution relative to the management of strict nature reserves; Reviews correspondence related to strict nature reserves, game refuge and wildlife sanctuary; Perform other function as may be assigned by the higher authority."*

Based on the above position description, it can be deduced that the SVEMS positions are intended for the established (now legislated<sup>1</sup>) protected areas in Occidental Mindoro, one of which, the MCWS, was assigned to the undersigned for management and protection despite the undersigned's current position of Planning Officer III.

Nevertheless, DAO 2019-01, Section 3.2.2 (a) provides that the *"Planning Section shall be responsible for coordination and supervision of all plans/programs/activities are in accordance to the priorities and target of the PENR Office. As planning and monitoring arm of the PENRO, the section shall serve as the depository of all plans and programs, maps and database of the PENRO."*

The management of protected areas where the SVEMS belongs is covered by the *Protected Areas, Caves and Wetlands Development and Management Sub-Program*, which is also within the supervision of the *Planning Section* per DAO 2019-01, Sections 3.2.2 (a). Under the organizational structure of the PENRO, the Planning Section is headed by the Planning Officer III. Hence, the SVEMS and Planning Officer III positions are functionally related based on the duties and responsibilities of each. In fact, the Planning Section is functionally related to all

---

<sup>1</sup> Pursuant to Republic Act 7586 or the NIPAS Act of 1992, as amended by RA 11038 or the ENIPAS Act of 2018



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

positions and sections of the PENRO as its function encompasses all programs of the DENR at the provincial level per DAO 2019-01.

- d. In terms of *geographic location*, the PENRO in the province of Occidental Mindoro is geographically isolated from the Regional Office and PENROs of other provinces in MIMAROPA and/or other Regions. Hence, it is the undersigned's strong belief that due priority should be given to qualified applicants within Occidental Mindoro to promotional positions in the PENRO, especially those already performing the duties and functions of the vacant positions by virtue of the designations issued to them, including the undersigned.
2. (g) *Other meritorious cases, such as:*
- *when the next-in-rank position, as identified in the agency SRP is vacant*

Considering organizational structure, salary grade allocation, classification and functional relationship of positions, and geographic location of the PENRO Occidental Mindoro, the only qualified next-in-rank to the SVEMS position is the Forester III position, which is currently vacant. Hence and considering Section 97 (g) of the *2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)*, other related positions in the PENRO bearing salary grade of 18 (as the nearest salary grade to 22) should have been considered first before qualifying other positions of same grade from other offices of the DENR such as the Regional Office, PENROs of other provinces, and CENROs within and outside of Occidental Mindoro.

3. (e) *The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:*
- *Educational achievements*
  - *Highly specialized trainings*
  - *Relevant work experience*
  - *Consistent high performance rating/ranking*

The undersigned has superior qualifications in regards to the following:

Criteria for Superior Qualification	Undersigned's Qualification
<i>Educational achievements</i>	The undersigned is a graduate of Masters in Public Administration, whereas the SVEMS position only requires a college degree based on its minimum qualification. The undersigned's master's degree was gained through hard work and sacrifices. It was a product of the undersigned's own initiative without bearing any cost from the government, foreseeing that they can be used in a situation such as this.



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

Criteria for Superior Qualification	Undersigned's Qualification
<i>Highly specialized trainings</i>	<p>The undersigned has received 360 hours of supervisory training and trainings specific and specialized to the management of protected areas, as follows:</p> <ol style="list-style-type: none"> <li>1. On Supervisory: <ol style="list-style-type: none"> <li>a. Environment and Natural Resources Academy (ENRA) Supervisory Course (<i>Annex D1-1</i>)</li> </ol> <p>The recently completed ENRA Supervisory Course which the applicant is a completer is considered to be highly specialized in nature since the training design is intended for future supervisors aside from the fact that it covers all aspects of management. The undersigned's group was even bestowed with Best Performing Group Award (<i>Annex D1-2</i>) which exemplifies the four (4) core values of the DENR. Worth to mention that DENR MSPP of 2019 under Page 18 of 22 (<i>Annex D1-3</i>), this award is considered to fall within Outstanding Accomplishment.</p> <p>This supervisory course is very useful in the performance of the current functions of the undersigned as the PASu of MCWS, whereas this designation is equivalent to the duties and functions of the SVEMS position. The undersigned's acceptance to this training as selected/determined by the DENR Central Office's Human Resource Development Service further validates the undersigned's strong qualification to the SVEMS position, being the performing PASu as well of MCWS.</p> </li> <li>2. On Protected Areas: <ol style="list-style-type: none"> <li>a. Orientation-Training on Protected Area Information System (PAIS) and Caves and Wetlands Information System (<i>Annex D2</i>)</li> <li>b. Orientation-Training on the Enhanced Biodiversity Assessment and Monitoring System (eBAMS) and Enhanced Socio-Economic Assessment and Monitoring System (eSEAMS) (<i>Annex D3</i>)</li> <li>c. Biodiversity Assessment and Monitoring System (BAMS) (<i>Annex D4</i>)</li> <li>d. Coaching and Mentoring Training on Integrated Protected Area Fund (IPAF) (<i>Annex D5</i>)</li> <li>e. Roll-out of the Implementing Rules and Regulations of the NIPAS Act, as amended and the National</li> </ol> </li> </ol>



Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

Criteria for Superior Qualification	Undersigned's Qualification
	<p>Protected Area System Master Plan (<i>Annex D6</i>)</p> <p>f. Capacity Building on Protected Area Valuation and Payment for Ecosystem Services (PES) (<i>Annex D7</i>)</p> <p>The trainings on biodiversity and socio-economic assessments made use of specific methodologies and softwares (i.e., electronic Biodiversity Assessment and Monitoring System or eBAMS and electronic Socio-Economic Assessment and Monitoring System or eSEAMS) that were shared only to limited number of participants who will serve as trainers to DENR personnel in their respective regions/protected areas. These tools are specifically being used within protected areas and highly relevant in monitoring ecosystems and biodiversity indicators of effective management.</p> <p>Further, the trainings on IPAF, PES, and NIPAS Act, as amended are trainings intended only for protected area managers.</p> <p>Other trainings received by the undersigned that are deemed useful specific to MCWS are as follows:</p> <p>3. On Risk Assessments</p> <p>a. Climate Disaster Risk Assessment (CDRA) Training (<i>Annex D8</i>)</p> <p>b. Learning Event on Coastal Vulnerability Assessment (<i>Annex D9</i>)</p> <p>MCWS, although terrestrial in nature, is adjacent to or buffers the coastal areas of Paluan. Hence, the above risk assessment trainings are useful in mitigating and predicting these risks.</p>
Relevant work experience	<p>The undersigned has been performing the duties and responsibilities of the SVEMS position from July 15, 2019 to December 31, 2020 and January 1, 2022 to present or at least three (3) years as the PASu of MCWS per DENR Special Order No. 2020-148 and Regional Special Order No. 2022-220, respectively (<i>Annex E1 to 2</i>)</p> <p>Based on the general functions of SVEMS positions and the organizational structure of the PENRO, the positions are intended for the protected areas in Occidental Mindoro or equivalent to a PASu designation. Hence, relevant work</p>





Republic of the Philippines  
Department of Environment and Natural Resources  
**COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE**  
MIMAROPA Region

Criteria for Superior Qualification	Undersigned's Qualification																
	experience should specifically refer to the management of a protected area. Whilst, the undersigned's present designation as PASu of MCWS is a clear manifestation of a very relevant work experience.																
<i>Consistent high performance rating/ranking</i>	<p>The undersigned has consistently gained a Very Satisfactory rating in the Individual Performance Commitment and Review (IPCR) from 2019 to 2023 or since the undersigned's designation as the PASu of MCWS, as follows: (<i>Annex F1 to 8</i>)</p> <table><tr><td>1. January to June, 2023</td><td>4.478</td></tr><tr><td>2. July to December, 2022</td><td>4.418</td></tr><tr><td>3. January to June, 2022</td><td>4.417</td></tr><tr><td>4. July to December, 2021</td><td>4.381</td></tr><tr><td>5. January to June, 2021</td><td>4.340</td></tr><tr><td>6. July to December 2020</td><td>4.148</td></tr><tr><td>7. January to June 2020</td><td>4.405</td></tr><tr><td>8. July to December 2019</td><td>4.267</td></tr></table>	1. January to June, 2023	4.478	2. July to December, 2022	4.418	3. January to June, 2022	4.417	4. July to December, 2021	4.381	5. January to June, 2021	4.340	6. July to December 2020	4.148	7. January to June 2020	4.405	8. July to December 2019	4.267
1. January to June, 2023	4.478																
2. July to December, 2022	4.418																
3. January to June, 2022	4.417																
4. July to December, 2021	4.381																
5. January to June, 2021	4.340																
6. July to December 2020	4.148																
7. January to June 2020	4.405																
8. July to December 2019	4.267																

Foregoing considered, the undersigned respectfully requests for reconsideration of the undersigned's application to SVEMS positions under the PENRO Occidental Mindoro in view of the undersigned's rights as an employee, definition of SRP per Appendix of the *2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)*, and investments of the government to the undersigned in the form of trainings specifically the ENRA supervisory course and trainings specific to the management of protected areas.

For information, consideration, and favorable action, please.



**ARLENE V. FRANCISCO**

cc:

1. USEC Juan Miguel T. Cuna, CESO I  
Visayas Ave., Diliman, Quezon City
2. The Chair, HRMPSB  
Ermita, Manila
3. The Chair, DENR Employees Union  
Ermita, Manila
4. File