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Republic of the Philippines  
Department of Environment and Natural Resources

## BIODIVERSITY MANAGEMENT BUREAU

Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City

Tel. Nos.: (632) 8924-6031 to 35 | Fax: (632) 8924-0109, (632) 8920-4417

Website: <https://bmb.gov.ph> | E-mail Address: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

DENR MIMAROPA RECORDS SECTION

**RECEIVED**

04 SEP 2022

☒ INCOMING ☐ OUTGOING

BY: \_\_\_\_\_ DATE NO. \_\_\_\_\_

### MEMORANDUM

FOR: The Chief, Administrative Division  
DENR Regions 1 to 13  
CAR, NCR

FROM: The Head, Human Resource Development

SUBJECT: REQUEST FOR POSTING OF VACANT POSITIONS OF THE  
BIODIVERSITY MANAGEMENT BUREAU

DATE: 29 September 2022

Pursuant to Republic Act No. 7041, "An Act Requiring Regular Publication of Existing vacant positions in Government Offices, Appropriating Funds, Therefore, and for Other Purposes", we would like to request your kind assistance to post the list of our Vacant Positions in your bulletin board and in your website from 30 September to 12 October 2022.

For your information and consideration.

  
RANDY C. MABANA



UNITED NATIONS DECADE ON  
**ECOSYSTEM  
RESTORATION**  
2021-2030



Republic of the Philippines  
**Biodiversity Management Bureau**  
Request for Publication of Vacant Positions

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

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 Development Unit

Date:

September 28, 2022

RANDY C. MABANA

RECEIVED  
BY:   
DATE: 2022-09-28 12:03 PM

CIVIL SERVICE COMMISSION  
National Capital Region  
CSFO-DENR

No.	Position Title (Parenthetical 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	Chief Ecosystems Management Specialist	OSEC-DENRB-CECMS- 740-2014	24	88,410.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	Four (4) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	- Builds partnerships and networks to deliver or enhance work outcomes; - Creates tools and/or apply new methods in correcting and improving below standard or non-compliant performance of individuals or groups using knowledge and skills in coaching to enable them to self- initiate solutions for their growth and development; - Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change; - Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area; - Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	Coastal and Marine Division



No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Chief Ecosystems Management Specialist	OSEC-DENRB-CECMS 12-1998	24	88,410.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	Four (4) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	<ul style="list-style-type: none"><li>- Builds partnerships and networks to deliver or enhance work outcomes;</li><li>- Creates tools and/or apply new methods in correcting and improving below standard or non-compliant performance of individuals or groups using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development;</li><li>- Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change;</li><li>- Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area;</li><li>- Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</li></ul>	Wildlife Resources Division

CHIEF, SERVICE COMMISSION

National Capital Region

CSFO-DENR

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DATE:


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No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
	Chief Ecosystems Management Specialist	OSEC-DENRB-CECMS- 11-1998	24	88,410.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	Four (4) years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility; Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	<ul style="list-style-type: none"><li>- Builds partnerships and networks to deliver or enhance work outcomes;</li><li>- Creates tools and/or apply new methods in correcting and improving below standard or non-compliant performance of individuals or groups using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development;</li><li>- Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change;</li><li>- Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area;</li><li>- Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations;</li><li>- creates team cohesion and improves individual and team performance.</li></ul>	Caves, Wetlands and Other Ecosystems Division

This Office encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI), to signify their interest in writing. The recruitment, selection and placement of personnel to the vacant positions will be made on the basis of merit and fitness, regardless of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation.

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By: 

DATE: \_\_\_\_\_

CIVIL SERVICE COMMISSION

National Capital Region

CSFO-DENR

TIME: \_\_\_\_\_

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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 October 12, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**RANDY C. MABANA**  
Head, Human Resources Development Unit  
Biodiversity Management Bureau  
[bmbhrdu.application@gmail.com](mailto:bmbhrdu.application@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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CIVIL SERVICE COMMISSION	
National Capital Region	
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BY: 	DATE: _____
TIME: _____	DATE: 22SEP-20 02:03PM