



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

DENR MIMAROPA
RECORDS SECTION
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JUN 13 2023

☐ INCOMING ☐ OUTGOING
BY: _____ DATE NO. _____
TIME: _____

May 22, 2023

MEMORANDUM

FOR : The Regional Executive Director
1515 DENR By the Bay Building, Roxas Blvd.,
Barangay 668, Ermita, Manila

FROM : The OIC, PENR Officer

SUBJECT : REQUEST OF POSTING OF NOTICE OF HIRING FOR GIS
OPERATOR OF PENRO OCCIDENTAL MINDORO ON THE
DENR MIMAROPA REGIONAL OFFICE FACEBOOK PAGE

To ensure the wide reach of the Notice of Hiring for GIS Operator of this Office, we kindly request the posting of this notice on the Facebook Page of the DENR MIMAROPA Regional Office.

For approval.

ERNESTO E. TAÑADA



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

MAY 22 2023

NOTICE OF HIRING

The Provincial Environment and Natural Resources Office (PENRO) of Occidental Mindoro is in need of services for the position of:

GIS OPERATOR

Contract Duration: June 1 to December 31, 2023

Qualifications:

Minimum Qualifications:

- College degree, with GIS coursework;
- Knowledge on how to operate and use ArcGIS Pro or ArcMap

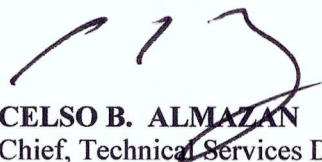
Desired Qualifications:

- Ability to collect, analyse and summarize spatial data
- Basic knowledge of cartographic design
- Understand geodatabase design
- Proficient in Microsoft Office software
- Basic Programming Knowledge
- Familiarity with SQL and database management
- Knowledge in maintaining system – hardware, software and peripherals

Work Experience: None required

Interested individuals are required to submit an application letter together with personal data sheet to the Provincial Environment and Natural Resources Office (PENRO), Mamburao, Occidental Mindoro on or before May 26, 2023, 5:00 PM.

Requesting Officer:


CELSO B. ALMAZAN
Chief, Technical Services Division

Noted by:


ERNESTO E. TAÑADA
OIC, PENR Officer



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MAY 22 2023

JOB REQUEST

The PENR Officer
DENR-PENRO, Mamburao Occidental Mindoro

Sir:

Approval for undertaking the job/activities indicated below is hereby requested:

JOB DESCRIPTION	Approved Budget for the Contract (ABC)	PURPOSE
Hiring of One (1) Hiring of GIS Operator for CY 2023 to undertake the following activities under Provincial Environment and Natural Resources Office from June 1 to December 31, 2023. a) Manage DENR shapefiles and analyse whether these datasets are projected properly b) Transform the projection spatial datasets to PRS 92 as needed and if necessary c) Re-export and compile printable maps based on the proposed standard symbols, colors and map layout d) Manage and of spatial datasets. e) Facilitate the submission of datasets to the Regional Office for updating/consolidation and storage f) Perform other needed GIS related work, including digitization and analysis, as requested by the supervisor	Salary: Php 20,000.00 / month	To provide support in the data cleaning/normalization of attribute entries for forestry and biodiversity datasets based on the standard attributes recommended by the Technical Working Group on DENR Control, among others.

This is to certify that the Job Request in undertaking the above activities is necessary and will be used solely for the above purpose.

Requesting Officer:


CELSO B. ALMAZAN
Chief, Technical Services Division

Approved by:


ERNESTO E. TAÑADA
OIC, PENR Officer