MEMORANDUM

:

:

FOR

The Regional Executive Director

DENR MIMAROPA Region

1515 L & S Building, Roxas Blvd.,

Ermita, Manila

THRU

The Assistant Regional Director

for Management Services

FROM

The PENR Officer

SUBJECT

SUBMISSION OF POSITION DESCRIPTION FORM DBM-CSC

FORM NO. 1 OF NEWLY APPOINTED AND PROMOTED DENR

PERSONNEL OF

PENRO

ROMBLON

March 15, 2023

DENR MIMAROPA RECORDS SECTION

RECEIVED

MAR 2 0 2023

DATS NO.____

☐ INCOMING ☐ OUTGOING _

TIME:

Respectfully submitting the following Position Description Form of the newly appointed and promoted personnel;

NEWLY APPOINTED/PROMOTED	ITEM NUMBER	SET
Manuel B. Romero	OSEC-DENRB-SVEMS-70-2014	4 sets of original copies
Raymund G. Inocencio	OSEC-DENRB-PLO3-42-2014	4 original copies
Christine Grace N. Pasiona	OSEC-DENRB-LAMI-143-1998	4 original copies
Marisol P. Cortez	OSEC-DENRB-ADA6-230-2014	4 original copies

For your information and further instructions.

March 15, 2023

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DENR PENRO

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Marisol P. Cortez	OSEC-DENRB-ADA6-230-2014	4 original copies

For your information and further instructions.

ARNOLDO A. BLAZA, JR.

March 15, 2023

MEMORANDUM

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The Regional Executive Director

DENR MIMAROPA Region

1515 L & S Building, Roxas Blvd.,

Ermita, Manila

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The Assistant Regional Director

for Management Services

FROM

The PENR Officer

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FORM NO. 1 OF NEWLY APPOINTED AND PROMOTED DENR **PENRO**

PERSONNEL

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1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM SUPERVISING ECOSYSTEMS MANAGEMENT **DBM-CSC Form No. 1 SPECIALIST** (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE OSEC-DENRB-SVEMS-70-2014 SG-22 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province ☐ 1st Class 5th Class City 2nd Class 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT DEPARTMENT OF ENVIRONMENT AND MIMAROPA REGION **NATURAL RESOURCES** 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK PENRO ROMBLON PENRO ROMBLON 9. PRESENT APPROP 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER 13th Wonth Pay, 14th Month Pay, Clothing RA 10964 2018 RA 10924 2017 Php 65,319.00 Allowance, PERA, Cash 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR **DEVELOPMENT MANAGEMENT OFFICER V** PENR OFFICER 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 FORESTER III OSEC-DENRB-FORST3-55-1998 LAND MANAGEMENT OFFICER III OSEC-DENRB-LAMO3-196-1998 SENIOR ECOSYSTEMS MANAGEMENT SPECIALIST OSEC-DENRB-SREMS-91-2014 OSEC-DENRB-ENG2-42-1998 COMMUNITY DEVELOPMENT OFFICER II OSEC-DENRB-CDVO2-17-1998 **ECOSYSTEMS MANAGEMENT SPECIALIST II** OSEC-DENRB-ECOMS2-73-2014 FORESTER II OSEC-DENRB-FORST2-339-1998 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK LAPTOP/DESKTOP, PRINTER, PHOTO COPIER, TABLET, GPS 17. CONTACTS / CLIENTS / STAKEHOLDERS Occasional Frequent 17b. External Occasional Frequent Executive / Managerial 1 General Public 1 Supervisors 1 Other Agencies 1 Non-Supervisors 1 Civil Society Organization 1 Staff Local Government Unit 18. WORKING CONDITION Office Work 1 Other/s (Please Specify) Field Work 1 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Coordinate and direct the implementation of all policies, regulations, programs and projects on environmental and natural resources conservation in the province; Supervise the provision of technical services in the CENROs within its jurisdiction; Represent the province in the provincial development bodies in the formulation and implementation of provincial plans and programs. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) 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. Page 1 of 3

•		
10%	Supervises environmental governance activities that include transparency, accountability, participatoriness and functionality	Advance
10%	Supervises the application of mitigative and adaptive solutions to climate change	Advance
10%	Supervises social marketing and extension support activities to improve ENRM	Advance
10%	Supervises the conduct of ENR monitoring and evaluation/ environmental audit activities	Advance
10%	Supervises the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications	Advance
10%	Supervises conduct of social negotiation activities	Advance
10%	Supervises the implementation of ENR law enforcement activities	Advance
N/A	Supervises project management activities	Advance
N/A	Guides and coaches others on the operation of computers	Advance
N/A	Reviews, verifies and maintains all types of enterprise databases, metadatabases and data catalogues	Advance
N/A	Influences others to observe and/or adhere to the policies, rules and other standards set by the agency	Advance
N/A	Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility, intelligence and skills	Advance
N/A	Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified	Advance
N/A	Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans	Advance
N/A	Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures	Advance
N/A	Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	Advance
N/A	Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is	Advance
N/A	to relay information and to build motivation. Intervenes in the development of individuals or groups by designing specialized or specific solutions to competency gaps such as assessment methods or succession planning	Advance
N/A	Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this to ensure that performance standard is achieved.	Advance
N/A	Focuses on creating a culture where team work and interdependence is nurtured by facilitating collaborations across organizations	Advance
N/A	Strengthens local partnership and networks to deliver or enhance work outcomes	Advance
N/A	Plans and crafts Office targets and strategies where DENR directions are provided for top-down guidance to support DENR's strategic role in the country	Advance
N/A	Develops a change management plan in which one or more offices, systems and/or processes are affected either by a change intervention conducted internally or by external learning service provider	Advance
N/A	Practices emphatic listening and treats coaches as coequal in helping him/her think independently to generate new thoughts and positive ideas to improve performance	Advance

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.

MANUEL B ROMERO Employee's Name, Date and Signature

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITIO parenthetic		ed by authorized age	ncy) with	
		SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST				
		3. SALARY	GRADE	A CONTRACTOR OF THE STATE OF TH		
			SG	-22	. Y	
4. FOR LOCAL GOVERNME	NT POSITION, EN	UMERATE O	OVERNMENT	TAL UNIT AND CLAS	S	
☐ Province ☐ City ☐ Municipality		☐ 2n ☐ 3rd	t Class d Class d Class n Class		☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPOR LOCAL GOVERNMENT	RATION OR AGEN	CYI	6. BUREAU	OR OFFICE		ere some Mane som
DEPARTMENT OF NATURAL	ENVIRONMEN RESOURCES	T AND		MIMAROP	A REGION	
7. DEPARTMENT / BRANCE	1 / DIVISION		8. WORKS	TATION / PLACE OF	WORK	
PENRO	ROMBLON			PENRO R	OMBLON	
9. PRESENT APPROP	10. PREVIOUS APP	ROP ACT	11. SALAR	Y AUTHORIZED	12. OTHER	
RA 10964 2018	RA 10924	2017	Р	hp 65,319.00	13th Month P Month Pay, C Allowance, PE Gift	Clothing RA, Cash
13. POSITION TITLE OF IM	MEDIATE SUPERV	ISOR	14. POSITIO	ON TITLE OF NEXT	HIGHER SUPERVISOR	R
DEVELOPMENT MA	NAGEMENT OF	FICER V		PENR O	FFICER	
15. POSITION TITLE, AND I	TEM OF THOSE D	IRECTLY SU	PERVISED			
POCIT		even (7) list o	nly by their iten	n numbers and titles)		
POSIT	ION TITLE			ITEM N	JMBER	
FORESTER III LAND MANAGEMENT OFFICER SENIOR ECOSYSTEMS MANAGEMENT II COMMUNITY DEVELOPMENT OFFICER ECOSYSTEMS MANAGEMENT FORESTER II	GEMENT SPECIALIS	T	OSEC-DENR OSEC-DENR OSEC-DENR OSEC-DENR OSEC-DENR	B-FORST3-55-1998 B-LAMO3-196-1998 B-SREMS-91-2014 B-ENG2-42-1998 B-CDVO2-17-1998 B-ECOMS2-73-2014 B-FORST2-339-1998		
16. MACHINE, EQUIPMENT	, TOOLS, ETC., US	SED REGULA	ARLY IN PERF	ORMANCE OF WOR	≀K	
LAI	PTOP/DESKTO	P, PRINTE	R, PHOTO (COPIER, TABLET	, GPS	
17. CONTACTS / CLIENTS	STAKEHOLDERS		Proposition and the second	No. 1. C. Topp sometiments are the contract of		
	Occasional	Frequent		17b. External	Occasional F	Frequent
Executive / Managerial Supervisors Non-Supervisors Staff		য	General Pub Other Agend Civil Society Local Gover	cies Organization		
18. WORKING CONDITION			Edda, Gover	Timoric Orint		
Office Work Field Work	▽		Other/s (Ple	ase Specify)		
19. BRIEF DESCRIPTION O						
Coordinate and direct the in natural resources conserva jurisdiction; Represent the provincial plans and progra	tion in the provinc province in the pro ims.	e; Supervise ovincial deve	the provision	n of technical servic les in the formulatio	es in the CENROs wit n and implementatior	thin its
20. BRIEF DESCRIPTION O						4-1-4
Reviews and analyzes policinature reserves, game refug Coordinates with other unit Reviews correspondence re may be assigned by the hig	ges and wildlife sa is in the Bureau an elated to strict nati	nctuary, wild d with other	derness areas institution rel	and other categorie	es of protected area; ement of strict nature	reserves; nction as

	Supervises environmental governance activities that include	
10%	transparency, accountability, participatoriness and functionality	Advance
10%	Supervises the application of mitigative and adaptive solutions to climate change	Advance
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10%	Supervises the implementation of ENR law enforcement activities	Advance
N/A	Supervises project management activities	Advance
N/A	Guides and coaches others on the operation of computers	Advance
N/A	Reviews, verifies and maintains all types of enterprise databases, metadatabases and data catalogues	Advance
N/A	Influences others to observe and/or adhere to the policies, rules and other standards set by the agency	Advance
N/A	Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility, intelligence and skills	Advance
N/A	Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified	Advance
N/A	Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans	Advance
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MANUEL R ROMERO Employee's Name, Date and Signature

1. QUALIFICATION STA 21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Professional /Second
21e. Core Competen	cies		Level Eligibility Competency Level
	nd Application of Integrated Ecosyste	ems Management (IEM)	Advance
	erventions and Integrating Strategies	. ,	Advance
	ation of Ecosystem and Use of Planni		Advance
	agement and Restoration/ Rehabilitati		Advance
	Zoning for Strategic Manage		Advance
Preparation of NRM- rela		AMP, IRBM, IWRM) and integration to	Advance
En	vironment and Natural Resource Acc	ounting (ENRA)	Advance
Strate	gies and Schemes for Financing Env	ironmental Projects	Advance
Results-Based M	lonitoring and Evaluation System (RE		Advance
	Environmental Governand		Advance
	Climate Change and Environmental		Advance
	IEC, Social Marketing and Extension		Advance
	ENR Monitoring & Evaluation/Enviror		Advance
	Impact Assessment Across Eco	systems	Advance
	Social Negotiation		Advance
	ENR Law Enforcement		Advance
	Project Management Basic Computer Skills		Advance
	Database Management		Advance Advance
	Exemplifying Integrity		Advance
	Delivering Service Excelle	nce	Advance
	Solving Problems and Making D		Advance
	Demonstrating Personal Effecti		Advance
	Championing and Applying Inn		Advance
	Writing Effectively		Advance
	Speaking Effectively		Advance
21f. Leadership Com	petencies		Competency Level
	Advance		
	Advance		
	Building Commitment		Advance
	Partnering and Networkin	ıa	Advance
	Thinking Strategically		Advance
Leading Change			Advance
Coaching Results			Advance
2 STATEMENT OF DU	TIES AND RESPONSIBILITIES (Tecl	hnical Competencies)	Competency Level
Percentage of Working Time		nd responsibilities here:)	Competency Level
10%	resources management (NRM) in	and other related approaches to natural basin, watersheds, sub-watershed, s, mineral reservations, islands, others	Advance
10%	Supervises the identification of int across sectors	Supervises the identification of interventions and integrating strategies across sectors	
10%	Supervises the characterization of and procedures	Supervises the characterization of ecosystem and use of planning tools and procedures	
10%	Supervises the identification of appropriate resource management and restoration strategies of various ecosystems		Advance
10%	Supervises allocation and delineation of land and marine resources based on their peculiar characteristics for optimum use and minimized risk		Advance
10%	Supervises the preparation of NR ISWMP, PAMP, IRBM, IWRM) and		Advance
10%	Supervises the implementation of E Accounting activities	Environment and Natural Resource	Advance
	Supervises the planning, initiating and operationalizing strategies and schemes for financing environmental projects		Advance
10%		tal projects	Advance
10% 	schemes for financing environmen	tal projects RBME activities for different ENRM	Page 2 of 3 Advance

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Page 1 of 3

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N/A	Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified	Advance
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N/A	Intervenes in the development of individuals or groups by designing specialized or specific solutions to competency gaps such as assessment methods or succession planning	Advance
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N/A	Focuses on creating a culture where team work and interdependence is nurtured by facilitating collaborations across organizations	Advance
N/A	Strengthens local partnership and networks to deliver or enhance work outcomes	Advance
N/A	Plans and crafts Office targets and strategies where DENR directions are provided for top-down guidance to support DENR's strategic role in the country	Advance
N/A	Develops a change management plan in which one or more offices, systems and/or processes are affected either by a change intervention conducted internally or by external learning service provider	Advance
N/A	Practices emphatic listening and treats coaches as coequal in helping him/her think independently to generate new thoughts and positive ideas to improve performance	Advance

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MANUEL B. ROMERO Employee's Name, Date and Signature

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Professional /Second Level Eligibility
21e. Core Competence			Competency Level
Concept ar	nd Application of Integrated Ecosyste	ems Management (IEM)	Advance
Identification of Inte	rventions and Integrating Strategies	Across Sectors Thru Consensus	Advance
	tion of Ecosystem and Use of Planni		Advance
Resource Mana	gement and Restoration/ Rehabilitat		Advance
Annualis of NDM color	Zoning for Strategic Manage		Advance
-	LGU Plans	AMP, IRBM, IWRM) and integration to	Advance
	vironment and Natural Resource Acc		Advance
	gies and Schemes for Financing Env		Advance
Results-Based M	onitoring and Evaluation System (RE		Advance
	Environmental Governance		Advance Advance
	Climate Change and Environmental IEC, Social Marketing and Extensi		Advance
F	ENR Monitoring & Evaluation/Enviror		Advance
	Impact Assessment Across Eco		Advance
de de versa de la seguia de distribución por esta en esta de la contractión de desendo Augustica actividad de v Contractión	Social Negotiation		Advance
	ENR Law Enforcement		Advance
	Project Management		Advance
	Basic Computer Skills		Advance
	Database Management		Advance
	Exemplifying Integrity		Advance
	Delivering Service Excelle		Advance
×	Solving Problems and Making Demonstrating Personal Effect		Advance
	Championing and Applying Inn		Advance Advance
	Writing Effectively	lovation	Advance
	Speaking Effectively		Advance
21f. Leadership Com			Competency Level
	Developing People		Advance
	Managing Performance		Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
	Leading Change		Advance
***************************************	Coaching Results		Advance
. STATEMENT OF DUT	TIES AND RESPONSIBILITIES (Tec	hnical Competencies)	Competency Level
Percentage of Working Time	(State the duties ar	nd responsibilities here:)	
10%	resources management (NRM) in	and other related approaches to natural basin, watersheds, sub-watershed, s, mineral reservations, islands, others	Advance
10%	Supervises the identification of int across sectors	terventions and integrating strategies	Advance
10%	Supervises the characterization of and procedures	ecosystem and use of planning tools	Advance
Supervises the identification of appropriate resource management and restoration strategies of various ecosystems		Advance	
Supervises allocation and delineation of land and marine resources based on their peculiar characteristics for optimum use and minimized risk		Advance	
Supervises the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans			Advance
Supervises the implementation of Environment and Natural Resource Accounting activities			Advance
	Supervises the planning initiating	g and operationalizing strategies and	
10%	schemes for financing environmen		Advance Page 2 of 3

Republic of the Philippines	1. POSITION TITLE (as approved by authorized agency) with parenthetical title
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST
2. ITEM NUMBER	3. SALARY GRADE
OSEC-DENRB-SVEMS-70-2014	SG-22
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE G	OVERNMENTAL UNIT AND CLASS
☐ City ☐ 2nd ☐ 2nd ☐ Municipality ☐ 3rd	Class
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	MIMAROPA REGION
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
PENRO ROMBLON	PENRO ROMBLON
9. PRESENT APPROP 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER 13th Worth Pay, 14th
RA 10964 2018 RA 10924 2017	Php 65,319.00 Php 65,319.00 Allowance, PERA, Cash
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
DEVELOPMENT MANAGEMENT OFFICER V	PENR OFFICER
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI	
(if more than seven (7) list on POSITION TITLE	ly by their item numbers and titles) ITEM NUMBER
FORESTER III LAND MANAGEMENT OFFICER III SENIOR ECOSYSTEMS MANAGEMENT SPECIALIST ENGINEER II COMMUNITY DEVELOPMENT OFFICER II ECOSYSTEMS MANAGEMENT SPECIALIST II FORESTER II	OSEC-DENRB-FORST3-55-1998 OSEC-DENRB-LAMO3-196-1998 OSEC-DENRB-SREMS-91-2014 OSEC-DENRB-ENG2-42-1998 OSEC-DENRB-CDVO2-17-1998 OSEC-DENRB-ECOMS2-73-2014 OSEC-DENRB-FORST2-339-1998
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA	RLY IN PERFORMANCE OF WORK
LAPTOP/DESKTOP, PRINTER	R, PHOTO COPIER, TABLET, GPS
17. CONTACTS / CLIENTS / STAKEHOLDERS	
Occasional Frequent	17b. External Occasional Frequent
Executive / Managerial Supervisors Non-Supervisors Staff	General Public Other Agencies Civil Society Organization Local Government Unit
18. WORKING CONDITION	
Office Work Field Work	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION O	
jurisdiction; Represent the province in the provincial developrovincial plans and programs.	the provision of technical services in the CENROs within its opment bodies in the formulation and implementation of
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF	

Page 1 of 3

10%	Supervises environmental governance activities that include transparency, accountability, participatoriness and functionality	Advance
10%	Supervises the application of mitigative and adaptive solutions to climate change	Advance
10%	Supervises social marketing and extension support activities to improve ENRM	Advance
10%	Supervises the conduct of ENR monitoring and evaluation/ environmental audit activities	Advance
10%	Supervises the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications	Advance
10%	Supervises conduct of social negotiation activities	Advance
10%	Supervises the implementation of ENR law enforcement activities	Advance
N/A	Supervises project management activities	Advance
N/A	Guides and coaches others on the operation of computers	Advance
N/A	Reviews, verifies and maintains all types of enterprise databases, metadatabases and data catalogues	Advance
N/A	Influences others to observe and/or adhere to the policies, rules and other standards set by the agency	Advance
N/A	Anticipates, identifies and manages stakeholders' standards and requirements towards excellent customer service through improving sense of responsibility, intelligence and skills	Advance
N/A	Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and assumptions are partial or minimal and need to be identified	Advance
N/A	Recognizes personal strengths and gaps and seeks guidance or resources in laying out development and/or improvement plans	Advance
N/A	Produces novel, out-of-the-box ideas to improve or replace existing practices and procedures	Advance
N/A	Produces written work from scratch with some guidance while complying to agreed or prescribed standards of communicating within the bureaucracy	Advance
N/A	Effectively delivers messages that require careful planning for the method used and the possible impact of the message (audience may be a large group, i.e., office, organization) Focus of communication is to relay information and to build motivation.	Advance
N/A	Intervenes in the development of individuals or groups by designing specialized or specific solutions to competency gaps such as assessment methods or succession planning	Advance
N/A	Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture around this to ensure that performance standard is achieved.	Advance
N/A	Focuses on creating a culture where team work and interdependence is nurtured by facilitating collaborations across organizations	Advance
N/A	Strengthens local partnership and networks to deliver or enhance work outcomes	Advance
N/A	Plans and crafts Office targets and strategies where DENR directions are provided for top-down guidance to support DENR's strategic role in the country	Advance
N/A	Develops a change management plan in which one or more offices, systems and/or processes are affected either by a change intervention conducted internally or by external learning service provider	Advance
N/A	Practices emphatic listening and treats coaches as coequal in helping him/her think independently to generate new thoughts and positive ideas to improve performance	Advance

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.

MANUEL B ROMERO Employee's Name, Date and Signature

QUALIFICATION STA 21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Professional /Secon
		9	Level Eligibility
21e. Core Competend	Competency Level Advance		
	nd Application of Integrated Ecosysterventions and Integrating Strategies		Advance
	tion of Ecosystem and Use of Planni		Advance
	gement and Restoration/ Rehabilitat		Advance
1 (OCCUTOC WATE	Zoning for Strategic Manage		Advance
eparation of NRM- rela		AMP, IRBM, IWRM) and integration to	Advance
En	vironment and Natural Resource Acc	ounting (ENRA)	Advance
	gies and Schemes for Financing Env		Advance
Results-Based M	onitoring and Evaluation System (RE	BME) for Different ENRM Sites	Advance
	Environmental Governand		Advance
	Climate Change and Environmental		Advance
	IEC, Social Marketing and Extensi		Advance
	ENR Monitoring & Evaluation/Enviror		Advance
	Impact Assessment Across Eco	systems	Advance
	Social Negotiation		Advance
	ENR Law Enforcement		Advance
	Project Management		Advance
	Basic Computer Skills Database Management		Advance
	Exemplifying Integrity		Advance Advance
	Delivering Service Excelle	IDCA	Advance
	Solving Problems and Making I		Advance
	Demonstrating Personal Effect		Advance
	Championing and Applying Inn		Advance
	Writing Effectively	io valioni	Advance
	Speaking Effectively		Advance
21f. Leadership Com			Competency Level
	Developing People		Advance
	Managing Performance		Advance
	Building Commitment	E	Advance
	Advance		
STATEMENT OF DUI	Coaching Results FIES AND RESPONSIBILITIES (Tec	haired Commetencies)	
Percentage of Working Time		nd responsibilities here:)	Competency Leve
10%	resources management (NRM) in	and other related approaches to natural basin, watersheds, sub-watershed, s, mineral reservations, islands, others	Advance
10%	Supervises the identification of int across sectors	terventions and integrating strategies	Advance
10%	Supervises the characterization of and procedures	ecosystem and use of planning tools	Advance
Supervises the identification of appropriate resource management and restoration strategies of various ecosystems		Advance	
Supervises allocation and delineation of land and marine resources based on their peculiar characteristics for optimum use and minimized risk			Advance
Supervises the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans			Advance
Supervises the implementation of Environment and Natural Resource Accounting activities			Advance
Supervises the planning, initiating and operationalizing strategies and schemes for financing environmental projects		Advance	
			Page 2 of 3

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Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION parenthetical		d by authorized ag	ency) with	
		PLANNING OFFICER III				
2. ITEM NUMBER			3. SALARY G	RADE		
OSEC-DENR	B-PLO3-42-201	4		SG-	18	
4. FOR LOCAL GOVERNME	NT POSITION, EN	UMERATE GO	VERNMENTAL	L UNIT AND CLASS	3	
☐ Province			Class Class		☐ 5th Class	
☐ City ☐ Municipality		The second secon	Class		☐ 6th Class ☐ Special	
_ warnespanty			Class		<u> </u>	
5. DEPARTMENT, CORPOR LOCAL GOVERNMENT	ATION OR AGENC) Y/	6. BUREAU C	R OFFICE		
DEPARTMENT OF	ENVIRONMEN' RESOURCES	T AND		MIMAROPA	REGION	
7 DEPARTMENT / BRANCH	1 / DIVISION		8 WODKSTA	TION / PLACE OF I	MODK	
7. DEPARTMENT / BRANCH / DIVISION PENRO ROMBLON			o. Worksta	PENRO RO		
9. PRESENT APPROP ACT 1	0. PREVIOUS APPR	ROP ACT	11. SALARY	AUTHORIZED	12. OTHER	
RA 10964 2018	RA 10924		Ph	p 45,203.00	13th Month Month Pay, Allowance, (Clothing
13. POSITION TITLE OF IMP	MEDIATE SUPERV	ISOR	14. POSITION	I TITLE OF NEXT H	IIGHER SUPERVISO)R
PLANNING	OFFICER IV		MANAGEMENT SERVICES DIVISION			
15. POSITION TITLE, AND I	TEM OF THOSE DI	RECTLY SUP	ERVISED			
		ven (7) list onl	y by their item r	numbers and titles)		
	ION TITLE			ITEM NU	MBER	
PLANNING	G OFFICER II			OSEC-DENRB-	PLO2-16-1998	
PLANNIN	G OFFICER I			OSEC-DENRB-	PI 01-27-2014	
16. MACHINE, EQUIPMENT,	TOOLS FTC US	ED REGIII AF				
LAPTOP/DESKT	TOP, PRINTER,	РНОТОСОІ				R
17a. Internal	Occasional	Frequent	17	b. External	Occasional	Frequent
Executive / Managerial		√ . requein	General Public			riequeiii
Supervisors		V	Other Agencies	s		7
Non-Supervisors		V				
Staff	V					
18. WORKING CONDITION						
Office Work Field Work		V	Other/s (Please	e Specify)		
19. BRIEF DESCRIPTION O	F THE GENERAL F	UNCTION OF	THE UNIT OR	SECTION		
Responsible in the formular programs and in the monit priorities. It shall also be remanagement information sy	tion, assessment, toring of its imple esponsible in the	consolidation ementation an	and recomm	endation of approv	rtment's mandate,	thrust and
20. BRIEF DESCRIPTION O	F THE GENERAL F	UNCTION OF	THE POSITIO	N (Job Summary)		
Assists in the formulation, a programs and in the monito priorities. Perform other act	assessment, conso	olidation and i	recommendation	on of approval of the with the departmen	he PENRO's plans and the second secon	and t and

1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title **POSITION DESCRIPTION FORM DBM-CSC Form No. 1** PLANNING OFFICER III (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE OSEC-DENRB-PLO3-42-2014 SG-18 FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ 1st Class ☐ 5th Class 2nd Class ☐ 6th Class __ City ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT **DEPARTMENT OF ENVIRONMENT AND** MIMAROPA REGION **NATURAL RESOURCES** 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK PENRO ROMBLON PENRO ROMBLON 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 12. OTHER 11. SALARY AUTHORIZED 13th Month Pay, 14th Month Pay, Clothing RA 10964 2018 RA 10924 2017 Php 45,203.00 Allowance, Cash Gift, 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR **PLANNING OFFICER IV** MANAGEMENT SERVICES DIVISION 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 **PLANNING OFFICER II** OSEC-DENRB-PLO2-16-1998 PLANNING OFFICER I OSEC-DENRB-PLO1-27-2014 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial 1 General Public 1 Supervisors 1 П 1 Other Agencies 1 Non-Supervisors 1 Staff 18. WORKING CONDITION Office Work V Other/s (Please Specify) Field Work 1 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Responsible in the formulation, assessment, consolidation and recommendation of approval of the PENRO's plans and programs and in the monitoring of its implementation and in accordance with the department's mandate, thrust and priorities. It shall also be responsible in the collation of relevant statistical data and in the development of a effective management information systems. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Assists in the formulation, assessment, consolidation and recommendation of approval of the PENRO's plans and programs and in the monitoring of its implementation and in accordance with the department's mandate, thrust and priorities. Perform other activities as maybe assigned by higher authorities.

1. POSITION TITLE (as approved by authorized agency) with Republic of the Philippines parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** PLANNING OFFICER III (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE OSEC-DENRB-PLO3-42-2014 SG-18 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ 1st Class ☐ 5th Class 2nd Class City ☐ 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT DEPARTMENT OF ENVIRONMENT AND MIMAROPA REGION **NATURAL RESOURCES** 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK PENRO ROMBLON PENRO ROMBLON 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER 13th Month Pay, 14th Month Pay, Clothing RA 10964 2018 RA 10924 2017 Php 45,203.00 Allowance, Cash Gift, 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PLANNING OFFICER IV MANAGEMENT SERVICES DIVISION 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 **PLANNING OFFICER II** OSEC-DENRB-PLO2-16-1998 PLANNING OFFICER I OSEC-DENRB-PLO1-27-2014 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial 1 General Public 1 П 1 1 Supervisors П Other Agencies 1 Non-Supervisors Staff 1 18. WORKING CONDITION Office Work 4 Other/s (Please Specify) Field Work 1 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Responsible in the formulation, assessment, consolidation and recommendation of approval of the PENRO's plans and programs and in the monitoring of its implementation and in accordance with the department's mandate, thrust and priorities. It shall also be responsible in the collation of relevant statistical data and in the development of a effective management information systems. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Assists in the formulation, assessment, consolidation and recommendation of approval of the PENRO's plans and programs and in the monitoring of its implementation and in accordance with the department's mandate, thrust and priorities. Perform other activities as maybe assigned by higher authorities.

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. QUALIFICATION STA 21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree Relevant to the Job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Second Level Eligibility
21e. Core Competenc	ies		Competency Level
	Planning & Programmi	ng	Advance
M	Advance		
	Advance		
	Basic Computer Skill	S	Intermediate
	Database Manageme	nt and the second live to the second live	Intermediate
	Exemplifying Integrity	у	Advance
Sin Class	Delivering Service Excel	lence	Advance
	Solving Problems and Making		Advance
Tabade L	Demonstrating Personal Effe		Advance
	Championing and Applying Ir		Advance
	Writing Effectively	THE THE WANTER SO NOTES	Advance
	Speaking Effectively	1	Advance
	Developing People		Advance
			Advance
2721	Managing Performan		
	Building Commitmer		Advance
	Partnering and Network		Advance
	Thinking Strategical	У	Advance
	Leading Change Coaching Results	PROMBLON	Advance
	Advance		
21f. Leadership Com			Competency Level
	N/A		N/A
. STATEMENT OF DUT	TES AND RESPONSIBILITIES (Te	chnical Competencies)	Competency Level
Percentage of Working Time	(State the duties	and responsibilities here:)	ar no successive as water on
30%	Supervises the preparation of the RO oper	rational plans	Advance
30%	projects	evaluation reports of all DENK-RO programs and	Advance
40%	Supervises/leads the conduct of statistical	coordination and data research activities	Advance
N/A	Applies computer skills in work using MS (Office applications	Intermediate
N/A	Performs the standard procedure and basi		Intermediate
N/A	Influences others to observe and/or adhere agency	Advance	
N/A	excellent customer service through improv	nolders' standards and requirements towards ing sense of responsibility, intelligence and skills	Advance
N/A	Provides timely solutions to problems and and assumptions are partial or minimal and	decision dilemmas that do not have clear-cut options	Advance
N/A	Recognizes personal strengths and gaps a	and seeks guidance or resources in laying out	
	development and/or improvement plans	ATTENDED TO STATE OF A	Advance
N/A		prove or replace existing practices and procedures	Advance
N/A	prescribed standards of communicating wi	ome guidance while complying to agreed or thin the bureaucracy	Advance
N/A	Effectively delivers messages that require	careful planning for the method used and the may be a large group, i.e., office, organization)	Advance
N/A	solutions to competency gaps such as ass		Advance
N/A	organizational culture around this to ensure		Advance
N/A	collaborations across organizations	work and interdependence is nurtured by facilitating	Advance
N/A	Strengthens local partnership and network		Advance
N/A	Plans and crafts Office targets and strateg	Advance	
N/A	Develops a change management plan in w are affected either by a change interventio provider	Advance	
N/A	Practices emphatic listening and treats coal independently to generate new thoughts at		Advance

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

RAYMUND G. INOCENCIO
Employee's Name, Date and Signature 03/16/25

ARNOLDO A. BLAZA, JR.

Supervisor's Name, Date and Signature
Page 2 of 2

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree Relevant to the Job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Second Level Eligibility
21e. Core Competend			Competency Level
	Planning & Programmin lonitoring & Evaluation of DENR Pro		Advance
M	Advance		
	Statistical Coordination and Data		Advance
	Basic Computer Skills		Intermediate
	Database Managemen	t municipal and an analysis and the state of the	Intermediate
	Exemplifying Integrity		Advance
Sin Class	Delivering Service Excelle	ence	Advance
J of Ulass	Solving Problems and Making	Decision	Advance
	Demonstrating Personal Effec	tiveness	Advance
	Championing and Applying Ini	novation	Advance
	Writing Effectively	KATION OF AGENCY	Advance
	Speaking Effectively		Advance
	Developing People		Advance
	Managing Performanc	e	Advance
	Building Commitment		Advance
	Partnering and Network		Advance
	Thinking Strategically		Advance
		160 101100	
313	Leading Change Coaching Results	MOTEMON	Advance
Odf Landauskis Com	Advance		
21f. Leadership Com		Competency Level	
Mala Mass Creek Mass	N/A		
	TIES AND RESPONSIBILITIES (Tec		Competency Level
Percentage of Working Time	(State the duties a	and responsibilities here:)	
30%	Supervises the preparation of the RO opera	ational plans /aiuation reports of all DENK-RO programs and	Advance
30%	projects	valuation reports of all DENK-RO programs and	Advance
40%	Supervises/leads the conduct of statistical of	coordination and data research activities	Advance
N/A	Applies computer skills in work using MS Of	ffice applications	Intermediate
N/A	Performs the standard procedure and basic		Intermediate
N/A	Influences others to observe and/or adhere agency	to the policies, rules and other standards set by the	Advance
N/A	excellent customer service through improving	olders' standards and requirements towards ng sense of responsibility, intelligence and skills	Advance
N/A	and assumptions are partial or minimal and		Advance
N/A	development and/or improvement plans	nd seeks guidance or resources in laying out	Advance
N/A		prove or replace existing practices and procedures	Advance
N/A	Produces written work from scratch with so prescribed standards of communicating with		Advance
N/A	Effectively delivers messages that require c	careful planning for the method used and the may be a large group, i.e., office, organization)	Advance
N/A	Intervenes in the development of individuals solutions to competency gaps such as asse	s or groups by designing specialized or specific essment methods or succession planning	Advance
N/A	organizational culture around this to ensure		Advance
N/A	Focuses on creating a culture where team value collaborations across organizations	work and interdependence is nurtured by facilitating	Advance
N/A	Strengthens local partnership and networks	to deliver or enhance work outcomes	Advance
N/A	Plans and crafts Office targets and strategic down guidance to support DENR's strategic	Advance	
N/A	Develops a change management plan in what are affected either by a change intervention provider	Advance	
N/A	Practices emphatic listening and treats coad independently to generate new thoughts an	ches as coequal in helping him/her think	Advance

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.

RAYMUND G. INOCENCIO

Employee's Name, Date and Signature 53/10/23

ARNOLDO A. BLAZA, JR.
Supervisor's Name, Date and Signature
Page 2 of 2

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree Relevant to the Job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Secon Level Eligibility
21e. Core Competen	Competency Level		
	Advance		
N	Advance		
	Statistical Coordination and Dat	a Research	Advance
	Intermediate		
	Database Managemer	nt government manuscraft rus	Intermediate
	Exemplifying Integrity	/	Advance
Lean Class	Delivering Service Excell	lence	Advance
Seein 130 i	Solving Problems and Making	Decision	Advance
	Demonstrating Personal Effective	ctiveness	Advance
Y The second sec	Championing and Applying Ir	nnovation	Advance
	Writing Effectively	RATION OR AGENCY/	Advance
	Speaking Effectively		Advance
	Developing People		Advance
MOI	Managing Performance	ce	Advance
	Building Commitmen		Advance
	Partnering and Network		Advance
	Thinking Strategicall		Advance
	Leading Change	y and a same of	Advance
	Coaching Results	ALO JOSEON	Advance
21f. Leadership Com			
ZII. Leadership Com	N/A		Competency Level N/A
MARWAN MOON (D8)			
	TIES AND RESPONSIBILITIES (Te		Competency Level
Percentage of Working Time	(State the duties a	and responsibilities here:)	
30%	Supervises the preparation of the RO oper	ational plans	Advance
30%	Leads the preparation or monitoring and e	valuation reports of all DENR-RO programs and	Advance
40%	Supervises/leads the conduct of statistical	coordination and data research activities	Advance
N/A	Applies computer skills in work using MS C		Intermediate
N/A	Performs the standard procedure and basi		Intermediate
N/A		e to the policies, rules and other standards set by the	
N/A	agency		Advance
N/A		nolders' standards and requirements towards ing sense of responsibility, intelligence and skills	Advance
N/A	Provides timely solutions to problems and and assumptions are partial or minimal and	decision dilemmas that do not have clear-cut options	Advance
N/A	Recognizes personal strengths and gaps a	and seeks guidance or resources in laying out	Advance
	development and/or improvement plans		
N/A		prove or replace existing practices and procedures ome guidance while complying to agreed or	Advance
N/A	prescribed standards of communicating wi		Advance
N/A	Effectively delivers messages that require	careful planning for the method used and the may be a large group, i.e., office, organization)	Advance
N/A	solutions to competency gaps such as ass		Advance
N/A	Monitors the strategic imperatives of the or organizational culture around this to ensure	Advance	
N/A	collaborations across organizations	work and interdependence is nurtured by facilitating	Advance
N/A	Strengthens local partnership and network	Advance	
N/A	Plans and crafts Office targets and strateg	Advance	
N/A	Develops a change management plan in w are affected either by a change interventio provider	Advance	
N/A	Practices emphatic listening and treats coalindependently to generate new thoughts are	Advance	

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.

RAYMUND G. INOCENCIO Employee's Name, Date and Signature 03/10/23

QUALIFICATION STA	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree Relevant to the Job	Two (2) years of relevant experience	Eight (8) hours of relevant training	Career Service Professional/ Second Level Eligibility
21e. Core Competen	Competency Level		
	Planning & Programmir	ng	Advance
J)	Ionitoring & Evaluation of DENR Pro	ograms/Projects	Advance
	Statistical Coordination and Data	a Research	Advance
	Basic Computer Skills	S	Intermediate
	Database Managemer	nt saves a rive and the save river	Intermediate
	Exemplifying Integrity		Advance
aasiD rife [Delivering Service Excelle	ence	Advance
ESSIO MO E	Solving Problems and Making	Decision	Advance
	Demonstrating Personal Effect		Advance
	Championing and Applying In		Advance
	Writing Effectively	RATION OF ACENCY	Advance
	Speaking Effectively		Advance
	Developing People		Advance
	Managing Performance	ce l	Advance
	Building Commitment		Advance
	Partnering and Network		Advance
**************************************	Thinking Strategically		Advance
	Leading Change	140 198209	Advance
<u> </u>	Coaching Results	ylo zaktori.	Advance
21f. Leadership Com	Competency Level		
ZII. Leadership Con	N/A		N/A
STATEMENT OF DU	Competency Level		
Time 30%	Supervises the preparation of the RO opera		Advance
30%	Leads the preparation of monitoring and ev	valuation reports of all DENR-RO programs and	Advance
40%	projects Supervises/leads the conduct of statistical of	coordination and data research activities	Advance
N/A	Applies computer skills in work using MS O		Intermediate
N/A	Performs the standard procedure and basic		Intermediate
N/A		to the policies, rules and other standards set by the	Advance
N/A		olders' standards and requirements towards ng sense of responsibility, intelligence and skills	Advance
N/A	Provides timely solutions to problems and cand assumptions are partial or minimal and	decision dilemmas that do not have clear-cut options I need to be identified	Advance
N/A	Recognizes personal strengths and gaps and development and/or improvement plans	nd seeks guidance or resources in laying out	Advance
N/A	Produces novel, out-of-the-box ideas to imp	prove or replace existing practices and procedures	Advance
N/A	Produces written work from scratch with so prescribed standards of communicating wit		Advance
N/A		careful planning for the method used and the may be a large group, i.e., office, organization) tion and to build motivation.	Advance
N/A	Intervenes in the development of individuals solutions to competency gaps such as asse	Advance	
N/A	organizational culture around this to ensure		Advance
N/A	Focuses on creating a culture where team collaborations across organizations	Advance	
	Strengthens local partnership and networks	s to deliver or enhance work outcomes	Advance
N/A	Plans and crafts Office targets and strategi	Advance	
N/A N/A	down guidance to support DENR's strategic		
	down guidance to support DENR's strategi Develops a change management plan in w	c role in the country hich one or more offices, systems and/or processes n conducted internally or by external learning service	Advance

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RAYMUND G. INOCENCIO
Employee's Name, Date and Signature 03/10/23

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QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in College	None required	None required	Relevant MC 11 s. 1996 Career Service Sub- Prof./First Level Eligibility
21e. Core Competencie	es Taylor R		Competency Level
	Surveying and Mapping		Basic
	Land Management		Basic
	Land Records Management		Basic
	Tenure and Rights Assessment	t	Basic
Tenurial Instrume	nts and Permits for Improved Res	source Management	Basic
	Basic Computer Skills		Intermediate
	Database Management		Intermediate
	Exemplifying Integrity		Intermediate
	Delivering Service Excellence		Intermediate
9.	olving Problems and Making Deci		Intermediate
	emonstrating Personal Effectiver		Intermediate
C	hampioning and Applying Innova	ation	Intermediate
	Writing Effectively		Intermediate
	Speaking Effectively		Intermediate
21f. Leadership Compe	THE RESIDENCE OF THE PARTY OF T		Competency Level
OO CTATEMENT OF DUT	N/A	haira (Campada a ina)	N/A
Percentage of Working Time	ES AND RESPONSIBILITIES (Tech (State the duties and re		Competency Level
20%	Assists in surveying and mapping	activities.	Basic
20%	Assists in land management activity		Basic
20%	Assists in land records manageme	Basic	
20%	Assists in the evaluation of effective state, community, private sector, organizational, stewardship, protection capabilities	Basic	
20%	Assists in issuing tenurial instrumeresource management	ents and permits for improved	Basic
N/A	Applies computer skills in work usi	ing MS Office applications	Intermediate
N/A	Performs the standard procedure a spatial databases	and basic concepts of creating	Intermediate
N/A	Demonstrates compliance to polici set by the agency		Intermediate
N/A	Delivers and adds value to custom requirements	ners standards and	Intermediate
N/A	Provides timely solutions to proble that do not have clear-cut options some analysis or creativity	Intermediate	
N/A	Recognizes personal strengths an guidance from authorities or appro addressing them	Intermediate	
N/A	Contributes new ideas, approache	es, and solutions	Intermediate
N/A	Edits existing or customizes availa to produce an appropriate written v	Intermediate	
N/A	Effectively delivers messages that method used and the possible reconstruction (audience may be a controlled group Focus of communication is to relay motivation.	Intermediate	

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.

CHRISTINE GRACE N. PASIONA Employee's Name, Date and Signature ARNOLDO A BLAZA JR.
Supervisor's Name, Date and Signature

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in College	None required	None required	Relevant MC 11 s. 1996 Career Service Sub- Prof./First Level Eligibility
21e. Core Competencie	es	Control of the Contro	Competency Level
	Surveying and Mapping		Basic
	Land Management		Basic
	Land Records Management		Basic
	Tenure and Rights Assessmen	t	Basic
Tenurial Instrume	nts and Permits for Improved Res		Basic
	Basic Computer Skills		Intermediate
	Database Management		Intermediate
	Exemplifying Integrity		Intermediate
	. ,		Intermediate
9	Delivering Service Excellence olving Problems and Making Deci		
			Intermediate
	emonstrating Personal Effectiver		Intermediate
C	hampioning and Applying Innova	tion	Intermediate
	Writing Effectively		Intermediate
	Speaking Effectively		Intermediate
21f. Leadership Compe			Competency Level
OC OTATEMENT OF BUILT	N/A		N/A
Percentage of Working Time	ES AND RESPONSIBILITIES (Tecl (State the duties and re		Competency Level
20%	Assists in surveying and mapping	activities.	Basic
20%	Assists in land management activi		Basic
20%	Assists in land records manageme		Basic
20%	Assists in the evaluation of effective state, community, private sector, corganizational, stewardship, protections and protections of the sector of the sect	Basic	
20%	Assists in issuing tenurial instrumeresource management	ents and permits for improved	Basic
N/A	Applies computer skills in work usi	ing MS Office applications	Intermediate
N/A	Performs the standard procedure a spatial databases	and basic concepts of creating	Intermediate
N/A	Demonstrates compliance to polic set by the agency		Intermediate
N/A	Delivers and adds value to custom requirements	iers standards and	Intermediate
N/A	Provides timely solutions to proble that do not have clear-cut options some analysis or creativity	Intermediate	
N/A	Recognizes personal strengths an guidance from authorities or appro addressing them	Intermediate	
N/A	Contributes new ideas, approache	es, and solutions	Intermediate
N/A	Edits existing or customizes availa to produce an appropriate written	ble communication materials	Intermediate
N/A	Effectively delivers messages that method used and the possible rec (audience may be a controlled gro Focus of communication is to relay motivation. AND ACCEPTANCE:	Intermediate	

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CHRISTINE GRACE N. PASIONA Employee's Name, Date and Signature

21a. Education	21b. Experience	21c. Training (1994)	21d. Eligibility
Completion of 2 years studies in College	None required	None required	Relevant MC 11 s. 1996 Career Service Sub- Prof./First Level Eligibility
21e. Core Competencie	es and the company of the same		Competency Level
	Surveying and Mapping		Basic
	Land Management		Basic
	Land Records Management		Basic
	Tenure and Rights Assessmen	t	Basic
Tenurial Instrume	nts and Permits for Improved Res	source Management	Basic
	Basic Computer Skills		Intermediate
	Database Management		Intermediate
	Exemplifying Integrity		Intermediate
	Delivering Service Excellence		Intermediate
	olving Problems and Making Dec		Intermediate
D	emonstrating Personal Effectiver	ness	Intermediate
С	hampioning and Applying Innova	ation	Intermediate
	Writing Effectively		Intermediate
	Speaking Effectively		Intermediate
21f. Leadership Compe	tencies		Competency Level
	N/A		N/A
	ES AND RESPONSIBILITIES (Tec		Competency Level
Percentage of Working Time	(State the duties and re	esponsibilities here:)	
20%	Assists in surveying and mapping	Basic	
20%	Assists in land management activi	Basic	
20%	Assists in land records manageme	Basic	
20%	Assists in the evaluation of effective state, community, private sector, corganizational, stewardship, protections and stewardship, protections are stated in the state of the	others - based on	Basic
20%	Assists in issuing tenurial instrumeresource management	ents and permits for improved	Basic
N/A	Applies computer skills in work usi	ing MS Office applications	Intermediate
N/A	Performs the standard procedure spatial databases	and basic concepts of creating	Intermediate
N/A	Demonstrates compliance to polic set by the agency		Intermediate
N/A	Delivers and adds value to custom requirements	ners standards and	Intermediate
N/A	Provides timely solutions to proble that do not have clear-cut options some analysis or creativity	Intermediate	
N/A	Recognizes personal strengths an guidance from authorities or appro addressing them	Intermediate	
N/A	Contributes new ideas, approache	es, and solutions	Intermediate
N/A	Edits existing or customizes availa to produce an appropriate written	work	Intermediate
N/A	Effectively delivers messages that method used and the possible rec (audience may be a controlled gro Focus of communication is to relay motivation.	Intermediate	

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CHRISTINE GRACE N. PASIONA Employee's Name, Date and Signature

ARNOLDO A. BLAZA JR.
Supervisor's Name, Date and Signature

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in College	None required	None required	Relevant MC 11 s. 1996 Career Service Sub- Prof./First Level Eligibility
21e. Core Competencie	es and an analysis with the		Competency Level
	Surveying and Mapping		Basic
	Land Management		Basic
	Land Records Management	-9.20	Basic
	Tenure and Rights Assessment		Basic
Tenurial Instrume	ents and Permits for Improved Res		Basic
	Basic Computer Skills		Intermediate
	Database Management		Intermediate
	Exemplifying Integrity		Intermediate
			Intermediate
6	Delivering Service Excellence		
	olving Problems and Making Deci		Intermediate
	emonstrating Personal Effectiven		Intermediate
C	hampioning and Applying Innova	tion	Intermediate
To dead a promise gran	Writing Effectively		Intermediate
	Speaking Effectively		Intermediate
21f. Leadership Compe			Competency Level
	N/A		N/A
	ES AND RESPONSIBILITIES (Tech		Competency Level
Percentage of Working Time	(State the duties and re-	sponsibilities nere:)	
20%	Assists in surveying and mapping	activities.	Basic
20%	Assists in land management activity	ties	Basic
20%	Assists in land records manageme		Basic
20%	Assists in the evaluation of effective state, community, private sector, organizational, stewardship, protection capabilities	thers - based on	Basic
20%	Assists in issuing tenurial instrume resource management	ents and permits for improved	Basic
N/A	Applies computer skills in work usi	ng MS Office applications	Intermediate
N/A	Performs the standard procedure a spatial databases	and basic concepts of creating	Intermediate
N/A	Demonstrates compliance to polici set by the agency		Intermediate
N/A	Delivers and adds value to custom requirements	ers standards and	Intermediate
N/A	Provides timely solutions to proble that do not have clear-cut options some analysis or creativity	Intermediate	
N/A	Recognizes personal strengths and guidance from authorities or approaddressing them	Intermediate	
N/A	Contributes new ideas, approache	s, and solutions	Intermediate
N/A	Edits existing or customizes availa to produce an appropriate written v	Intermediate	
N/A	Effectively delivers messages that method used and the possible reconstruction (audience may be a controlled group Focus of communication is to relay motivation.	Intermediate	

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Supervisor's Name, Date and Signature

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QUALIFICATION STANDARDS

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QUALIFICATION STANDARDS

1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 **ADMINISTRATIVE AIDE VI** (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE OSEC-DENRB-ADA6-230-2014 **SG-06** 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province ☐ 1st Class 5th Class ☐ City 2nd Class 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT DEPARTMENT OF ENVIRONMENT AND MIMAROPA REGION **NATURAL RESOURCES** 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK PENRO ROMBLON PENRO ROMBLON 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION 13th Month Pay, 14th Month Pay, Clothing Allowance, Cash RA 10964 2018 RA 10924 2017 Php 16,877.00 Gift, PERA 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR **DEVELOPMENT MANAGEMENT OFFICER V PENR OFFICER** 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** N/A N/A 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial 1 General Public 1 Supervisors 1 Other Agencies 1 Non-Supervisors П 1 П Civil Society Organization Staff 1 П Local Government Unit 18. WORKING CONDITION Office Work 1 Other/s (Please Specify) Field Work 1 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implement laws, policies, programs and projects, rules and regulations pertaining to the management, conservation, development, use and replenishment of the country's natural resources and biological diversity; Undertake continuing information and education programs on ENR concerns; Collect and account for fees due to government from users of natural resources; Maintains up-to-date data on ENR conditions. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Prepares draft of routine official letters and indorsement concerning projects or proposed project of Department; Prepares correspondence dealing with technical and/or policy matters upon oral or written instructions of supervisor; Performs liaison work with other offices; Performs other functions as may be assigned by superiors.

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21. QUALIFICATION STAN	NDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Completion of Two-year studies in College or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service Sub-Prof./First Level Eligibility	
21e. Core Competenci	ies		Competency Level	
Clerio	cal/Secretarial/Executive Assistar	nce Skills	Intermediate	
	Basic Computer Skills		Advance	
	Database Management		Advance	
	Exemplifying Integrity		Intermediate	
	Delivering Service Excellence		Intermediate	
S	olving Problems and Making Dec	ision	Intermediate	
C	Demonstrating Personal Effective	ness	Intermediate	
C	Championing and Applying Innov	ation	Intermediate	
	Writing Effectively		Intermediate	
	Speaking Effectively		Intermediate	
21f. Leadership Compe	etencies		Competency Level	
	N/A		N/A Competency Level	
22. STATEMENT OF DUTI	22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
Percentage of Working Time	(State the duties and re	esponsibilities here:)		
100%	Receives/ releases documents a Document Action Tracking Syst	Intermediate		
N/A	Guides and coaches others on t	the operation of computers	Advance	
N/A	14	Reviews, verifies and maintains all types of enterprise databases, metadatabases and data catalogues		
N/A	Demonstrates compliance to postandards set by the agency	licies, rules and other	Intermediate	
N/A	Delivers and adds value to cust requirements	omer's standards and	Intermediate	
N/A	Provides timely solutions to pro dilemmas that do not have clear may require some analysis or c	Intermediate		
N/A	Recognizes personal strengths guidance from authorities or ap in addressing them	Intermediate		
N/A	Contributes new ideas, approac	hes and solutions	Intermediate	
N/A	Edits existing or customizes available an approp		Intermediate	
N/A	Effectively delivers messages that the method used and the possible (audience may be a controlled group of communication is to remotivation	ple reception to the message group, i.e., team/s, divisions)	Intermediate	

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.

MARISOL P. CORTEZ

Employee's Name, Date and Signature 03-10-23

ARNOLDO A. BLAZA, JR. Supervisor's Name, Date and Signature

Page 2 of 2

21. QUALIFICATION STAN		210 Troining	21d Eliaibility
21a. Education Completion of Two-year studies in College or High School Graduate with relevant vocational/trade course	21b. Experience 1 year of relevant experience	21c. Training 4 hours of relevant training	21d. Eligibility Relevant MC 11 s. 1996 Career Service Sub-Prof./First Level Eligibility
21e. Core Competenc	ies		Competency Level
Clerio	cal/Secretarial/Executive Assista	nce Skills	Intermediate
	Basic Computer Skills		Advance
	Database Management		Advance
	Exemplifying Integrity		Intermediate
	Delivering Service Excellence	9	Intermediate
S	olving Problems and Making Dec	cision	Intermediate
E	Demonstrating Personal Effective	ness	Intermediate
C	Championing and Applying Innov	ation	Intermediate
	Writing Effectively	,	Intermediate
	Speaking Effectively		Intermediate
21f. Leadership Compe	tencies		Competency Level
	N/A		N/A
22. STATEMENT OF DUTI	Competency Level		
Percentage of Working Time	(State the duties and r	-	
100%	Receives/ releases documents a Document Action Tracking Syst	Intermediate	
N/A	Guides and coaches others on	Advance	
N/A	Reviews, verifies and maintains databases, metadatabases and	Advance	
N/A	Demonstrates compliance to postandards set by the agency	olicies, rules and other	Intermediate
N/A	Delivers and adds value to cust requirements	omer's standards and	Intermediate
N/A	Provides timely solutions to prodilemmas that do not have clear may require some analysis or contact.	Intermediate	
N/A	Recognizes personal strengths guidance from authorities or ap in addressing them	Intermediate	
N/A	Contributes new ideas, approac	thes and solutions	Intermediate
N/A	Edits existing or customizes av materials to produce an approp		Intermediate
N/A	Effectively delivers messages to the method used and the possil (audience may be a controlled good focus of communication is to motivation	ole reception to the message group, i.e., team/s, divisions)	Intermediate

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MARISOL P. CORTEZ

Employee's Name, Date and Signature 0310 23

ARNOLDO A. BLAZA, JR.
Supervisor's Name, Date and Signature

21. QUALIFICATION STAN	NDARDS		
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of Two-year studies in College or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service Sub-Prof./First Level Eligibility
21e. Core Competenci	ies		Competency Level
Clerio	cal/Secretarial/Executive Assistar	nce Skills	Intermediate
	Basic Computer Skills		Advance
	Database Management		Advance
	Exemplifying Integrity		Intermediate
	Delivering Service Excellence		Intermediate
S	olving Problems and Making Dec	ision	Intermediate
С	Demonstrating Personal Effective	ness	Intermediate
C	Championing and Applying Innova	ation	Intermediate
	Writing Effectively		Intermediate
	Speaking Effectively		Intermediate
21f. Leadership Compe	tencies		Competency Level
	N/A		N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and re	esponsibilities here:)	
100%	Receives/ releases documents a Document Action Tracking System	Intermediate	
N/A	Guides and coaches others on t	Advance	
N/A	Reviews, verifies and maintains databases, metadatabases and		Advance
N/A	Demonstrates compliance to po standards set by the agency	licies, rules and other	Intermediate
N/A	Delivers and adds value to custo requirements	Delivers and adds value to customer's standards and requirements	
N/A	Provides timely solutions to pro dilemmas that do not have clear may require some analysis or cr	Intermediate	
N/A	Recognizes personal strengths guidance from authorities or ap in addressing them	Intermediate	
N/A	Contributes new ideas, approac	hes and solutions	Intermediate
N/A	Edits existing or customizes available materials to produce an appropriate an appropriate and		Intermediate
N/A	Effectively delivers messages the method used and the possible (audience may be a controlled grocus of communication is to remotivation	ole reception to the message roup, i.e., team/s, divisions)	Intermediate

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MARISOL P. CORTEZ

Employee's Name, Date and Signature 03/10-23

21. QUALIFICATION STAI	NDARDS		
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of Two-year studies in College or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service Sub-Prof./First Level Eligibility
21e. Core Competencies			Competency Level
Clerical/Secretarial/Executive Assistance Skills			Intermediate
Basic Computer Skills			Advance
Database Management			Advance
Exemplifying Integrity			Intermediate
Delivering Service Excellence			Intermediate
Solving Problems and Making Decision			Intermediate
Demonstrating Personal Effectiveness			Intermediate
Championing and Applying Innovation			Intermediate
Writing Effectively			Intermediate
Speaking Effectively			Intermediate
21f. Leadership Competencies			Competency Level
N/A			N/A
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
100%	Receives/ releases documents and records/ tracks using Document Action Tracking System (DATS)		Intermediate
N/A	Guides and coaches others on the operation of computers		Advance
N/A	Reviews, verifies and maintains all types of enterprise databases, metadatabases and data catalogues		Advance
N/A	Demonstrates compliance to policies, rules and other standards set by the agency		Intermediate
N/A	Delivers and adds value to customer's standards and requirements		Intermediate
N/A	Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity		Intermediate
N/A	Recognizes personal strengths and gaps and depends on guidance from authorities or appropriate bodies for direction in addressing them		Intermediate
N/A	Contributes new ideas, approaches and solutions		Intermediate
N/A	Edits existing or customizes available communication materials to produce an appropriate written work		Intermediate
N/A	Effectively delivers messages that require some planning for the method used and the possible reception to the message (audience may be a controlled group, i.e., team/s, divisions) Focus of communication is to relay information and to build motivation		Intermediate

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.

MARISOL P. CORTEZ

Employee's Name, Date and Signature 03-10-23