



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region 314

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
PERSONNEL OF DENR PENRO ROMBLON

March 15, 2023

DENR MIMAROPA
RECORDS SECTION
RECEIVED

MAR 20 2023

☐ INCOMING ☐ OUTGOING

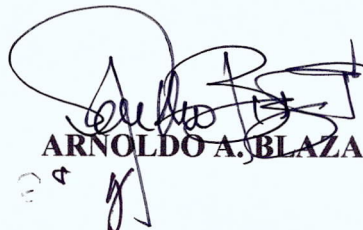
BY: _____ DATE NO. _____

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.


ARNOLDO A. BLAZA, JR.



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region 314-A

March 15, 2023

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

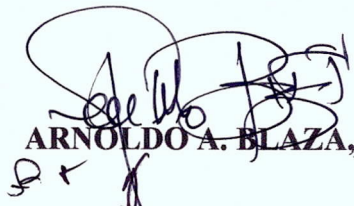
FROM : The PENR Officer

SUBJECT : SUBMISSION OF POSITION DESCRIPTION FORM DBM-CSC
FORM NO. 1 OF NEWLY APPOINTED AND PROMOTED
PERSONNEL OF DENR PENRO ROMBLON

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.


ARNOLDO A. BLAZA, JR.

the copy



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
MIMAROPA Region 314-0

March 15, 2023

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

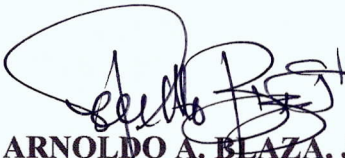
FROM : **The PENR Officer**

SUBJECT : **SUBMISSION OF POSITION DESCRIPTION FORM DBM-CSC
FORM NO.1 OF NEWLY APPOINTED AND PROMOTED
PERSONNEL OF DENR PENRO ROMBLON**

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.


ARNOLDO A. BLAZA, JR.
S f j

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST			
2. ITEM NUMBER		3. SALARY GRADE			
OSEC-DENRB-SVEMS-70-2014		SG-22			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					
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		
RA 10964 2018	RA 10924 2017	Php 65,319.00	13th Month Pay, 14th Month Pay, Clothing Allowance, PERA, Cash Gift		
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 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 REGULARLY IN PERFORMANCE OF WORK					
LAPTOP/DESKTOP, PRINTER, PHOTO COPIER, TABLET, GPS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Society Organization	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local Government Unit	<input type="checkbox"/>	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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.					

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

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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

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

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST</div>	
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-SVEMS-70-2014</div>		<div>3. SALARY GRADE</div> <div>SG-22</div>	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>			

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

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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

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

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Concept and Application of Integrated Ecosystems Management (IEM)			Advance
Identification of Interventions and Integrating Strategies Across Sectors Thru Consensus			Advance
Characterization of Ecosystem and Use of Planning Tools and Procedures			Advance
Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems			Advance
Zoning for Strategic Management			Advance
Preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans			Advance
Environment and Natural Resource Accounting (ENRA)			Advance
Strategies and Schemes for Financing Environmental Projects			Advance
Results-Based Monitoring and Evaluation System (RBME) for Different ENRM Sites			Advance
Environmental Governance			Advance
Climate Change and Environmental Management			Advance
IEC, Social Marketing and Extension Support			Advance
ENR Monitoring & Evaluation/Environmental Audit			Advance
Impact Assessment Across Ecosystems			Advance
Social Negotiation			Advance
ENR Law Enforcement			Advance
Project Management			Advance
Basic Computer Skills			Advance
Database Management			Advance
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
21f. Leadership Competencies			Competency Level
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
10%	Supervises the application of IEM and other related approaches to natural resources management (NRM) in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others		Advance
10%	Supervises the identification of interventions and integrating strategies across sectors		Advance
10%	Supervises the characterization of ecosystem and use of planning tools and procedures		Advance
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 NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans		Advance
10%	Supervises the implementation of Environment and Natural Resource Accounting activities		Advance
10%	Supervises the planning, initiating and operationalizing strategies and schemes for financing environmental projects		Advance
10%	Supervises the implementation of RBME activities for different ENRM sites		Page 2 of 3 Advance

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST			
2. ITEM NUMBER		3. SALARY GRADE			
OSEC-DENRB-SVEMS-70-2014		SG-22			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					
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		
RA 10964 2018	RA 10924 2017	Php 65,319.00	13th Month Pay, 14th Month Pay, Clothing Allowance, PERA, Cash Gift		
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 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 REGULARLY IN PERFORMANCE OF WORK					
LAPTOP/DESKTOP, PRINTER, PHOTO COPIER, TABLET, GPS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Society Organization	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local Government Unit	<input type="checkbox"/>	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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.					

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

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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

ARNOLDO A. BLAZA, JR.

Supervisor's Name, Date and Signature

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Concept and Application of Integrated Ecosystems Management (IEM)			Advance
Identification of Interventions and Integrating Strategies Across Sectors Thru Consensus			Advance
Characterization of Ecosystem and Use of Planning Tools and Procedures			Advance
Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems			Advance
Zoning for Strategic Management			Advance
Preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans			Advance
Environment and Natural Resource Accounting (ENRA)			Advance
Strategies and Schemes for Financing Environmental Projects			Advance
Results-Based Monitoring and Evaluation System (RBME) for Different ENRM Sites			Advance
Environmental Governance			Advance
Climate Change and Environmental Management			Advance
IEC, Social Marketing and Extension Support			Advance
ENR Monitoring & Evaluation/Environmental Audit			Advance
Impact Assessment Across Ecosystems			Advance
Social Negotiation			Advance
ENR Law Enforcement			Advance
Project Management			Advance
Basic Computer Skills			Advance
Database Management			Advance
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
21f. Leadership Competencies			Competency Level
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
10%	Supervises the application of IEM and other related approaches to natural resources management (NRM) in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others		Advance
10%	Supervises the identification of interventions and integrating strategies across sectors		Advance
10%	Supervises the characterization of ecosystem and use of planning tools and procedures		Advance
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 NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans		Advance
10%	Supervises the implementation of Environment and Natural Resource Accounting activities		Advance
10%	Supervises the planning, initiating and operationalizing strategies and schemes for financing environmental projects		Advance
10%	Supervises the implementation of RBME activities for different ENRM sites		Page 2 of 3 Advance

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST			
2. ITEM NUMBER		3. SALARY GRADE			
OSEC-DENRB-SVEMS-70-2014		SG-22			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					
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		
RA 10964 2018	RA 10924 2017	Php 65,319.00	13th Month Pay, 14th Month Pay, Clothing Allowance, PERA, Cash Gift		
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 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 REGULARLY IN PERFORMANCE OF WORK					
LAPTOP/DESKTOP, PRINTER, PHOTO COPIER, TABLET, GPS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Society Organization	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local Government Unit	<input type="checkbox"/>	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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.					

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

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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

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

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Concept and Application of Integrated Ecosystems Management (IEM)			Advance
Identification of Interventions and Integrating Strategies Across Sectors Thru Consensus			Advance
Characterization of Ecosystem and Use of Planning Tools and Procedures			Advance
Resource Management and Restoration/ Rehabilitation of Degraded Ecosystems			Advance
Zoning for Strategic Management			Advance
Preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans			Advance
Environment and Natural Resource Accounting (ENRA)			Advance
Strategies and Schemes for Financing Environmental Projects			Advance
Results-Based Monitoring and Evaluation System (RBME) for Different ENRM Sites			Advance
Environmental Governance			Advance
Climate Change and Environmental Management			Advance
IEC, Social Marketing and Extension Support			Advance
ENR Monitoring & Evaluation/Environmental Audit			Advance
Impact Assessment Across Ecosystems			Advance
Social Negotiation			Advance
ENR Law Enforcement			Advance
Project Management			Advance
Basic Computer Skills			Advance
Database Management			Advance
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
21f. Leadership Competencies			Competency Level
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
10%	Supervises the application of IEM and other related approaches to natural resources management (NRM) in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others		Advance
10%	Supervises the identification of interventions and integrating strategies across sectors		Advance
10%	Supervises the characterization of ecosystem and use of planning tools and procedures		Advance
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 NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans		Advance
10%	Supervises the implementation of Environment and Natural Resource Accounting activities		Advance
10%	Supervises the planning, initiating and operationalizing strategies and schemes for financing environmental projects		Advance
10%	Supervises the implementation of RBME activities for different ENRM sites		Page 2 of 3 Advance


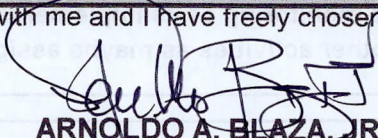
<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>PLANNING OFFICER III</div>																																
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-PLO3-42-2014</div>			<div>3. SALARY GRADE</div> <div>SG-18</div>																																
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>																																			
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</div>			<div>6. BUREAU OR OFFICE</div> <div>MIMAROPA REGION</div>																																
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>PENRO ROMBLON</div>			<div>8. WORKSTATION / PLACE OF WORK</div> <div>PENRO ROMBLON</div>																																
<div>9. PRESENT APPROP ACT</div> <div>RA 10964 2018</div>		<div>10. PREVIOUS APPROP ACT</div> <div>RA 10924 2017</div>		<div>11. SALARY AUTHORIZED</div> <div>Php 45,203.00</div>																															
				<div>12. OTHER</div> <div>13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PSEA</div>																															
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>PLANNING OFFICER IV</div>			<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>MANAGEMENT SERVICES DIVISION</div>																																
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr><tr><td>PLANNING OFFICER II</td><td>OSEC-DENRB-PLO2-16-1998</td></tr><tr><td>PLANNING OFFICER I</td><td>OSEC-DENRB-PLO1-27-2014</td></tr></table>						POSITION TITLE	ITEM NUMBER	PLANNING OFFICER II	OSEC-DENRB-PLO2-16-1998	PLANNING OFFICER I	OSEC-DENRB-PLO1-27-2014																								
POSITION TITLE	ITEM NUMBER																																		
PLANNING OFFICER II	OSEC-DENRB-PLO2-16-1998																																		
PLANNING OFFICER I	OSEC-DENRB-PLO1-27-2014																																		
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR</div>																																			
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td></td></tr></table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>				Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent																														
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																														
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>																														
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																	
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																	
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></table>						Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																							
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)																																
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																	
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>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.</div>																																			
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>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.</div>																																			


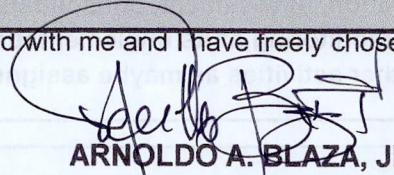
<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>PLANNING OFFICER III</div>		
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-PLO3-42-2014</div>			<div>3. SALARY GRADE</div> <div>SG-18</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

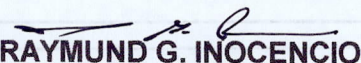
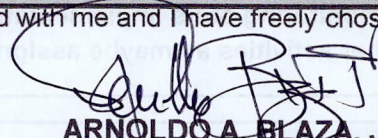
Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div>PLANNING OFFICER III</div>		
2. ITEM NUMBER <div>OSEC-DENRB-PLO3-42-2014</div>			3. SALARY GRADE <div>SG-18</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</div>			6. BUREAU OR OFFICE <div>MIMAROPA REGION</div>		
7. DEPARTMENT / BRANCH / DIVISION <div>PENRO ROMBLON</div>			8. WORKSTATION / PLACE OF WORK <div>PENRO ROMBLON</div>		
9. PRESENT APPROP ACT <div>RA 10964 2018</div>		10. PREVIOUS APPROP ACT <div>RA 10924 2017</div>		11. SALARY AUTHORIZED <div>Php 45,203.00</div>	
		12. OTHER <div>13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift,</div>			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div>PLANNING OFFICER IV</div>			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div>MANAGEMENT SERVICES DIVISION</div>		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE <div>PLANNING OFFICER II</div>			ITEM NUMBER <div>OSEC-DENRB-PLO2-16-1998</div>		
<div>PLANNING OFFICER I</div>			<div>OSEC-DENRB-PLO1-27-2014</div>		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div>LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR</div>					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
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.					

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>PLANNING OFFICER III</div>		
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-PLO3-42-2014</div>			<div>3. SALARY GRADE</div> <div>SG-18</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Planning & Programming			Advance
Monitoring & Evaluation of DENR Programs/Projects			Advance
Statistical Coordination and Data Research			Advance
Basic Computer Skills			Intermediate
Database Management			Intermediate
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
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:)		
30%	Supervises the preparation of the RO operational plans		Advance
30%	Leads the preparation or monitoring and evaluation reports of all DENR-RO programs and projects		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 basic concepts of creating spatial databases		Intermediate
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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		ARNOLDO A. BLAZA, JR.	
Employee's Name, Date and Signature 03/14/25		Supervisor's Name, Date and Signature	

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Planning & Programming			Advance
Monitoring & Evaluation of DENR Programs/Projects			Advance
Statistical Coordination and Data Research			Advance
Basic Computer Skills			Intermediate
Database Management			Intermediate
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
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:)		
30%	Supervises the preparation of the RO operational plans		Advance
30%	Leads the preparation of monitoring and evaluation reports of all DENR-RO programs and projects		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 basic concepts of creating spatial databases		Intermediate
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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		 ARNOLDO A. BLAZA, JR.	
Employee's Name, Date and Signature 03/10/23		Supervisor's Name, Date and Signature	

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Planning & Programming			Advance
Monitoring & Evaluation of DENR Programs/Projects			Advance
Statistical Coordination and Data Research			Advance
Basic Computer Skills			Intermediate
Database Management			Intermediate
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
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:)		
30%	Supervises the preparation of the RO operational plans		Advance
30%	Leads the preparation of monitoring and evaluation reports of all DENR-RO programs and projects		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 basic concepts of creating spatial databases		Intermediate
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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		 ARNOLDO A. BLAZA, JR.	
Employee's Name, Date and Signature 03/10/23		Supervisor's Name, Date and Signature	

21. QUALIFICATION STANDARDS			
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 Competencies			Competency Level
Planning & Programming			Advance
Monitoring & Evaluation of DENR Programs/Projects			Advance
Statistical Coordination and Data Research			Advance
Basic Computer Skills			Intermediate
Database Management			Intermediate
Exemplifying Integrity			Advance
Delivering Service Excellence			Advance
Solving Problems and Making Decision			Advance
Demonstrating Personal Effectiveness			Advance
Championing and Applying Innovation			Advance
Writing Effectively			Advance
Speaking Effectively			Advance
Developing People			Advance
Managing Performance			Advance
Building Commitment			Advance
Partnering and Networking			Advance
Thinking Strategically			Advance
Leading Change			Advance
Coaching Results			Advance
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:)		
30%	Supervises the preparation of the RO operational plans		Advance
30%	Leads the preparation of monitoring and evaluation reports of all DENR-RO programs and projects		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 basic concepts of creating spatial databases		Intermediate
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  RAYMUND G. INOCENCIO Employee's Name, Date and Signature 03/10/23 </div> <div style="text-align: center;">  ARNOLDO A. BLAZA, JR. Supervisor's Name, Date and Signature </div> </div>			

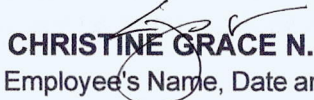
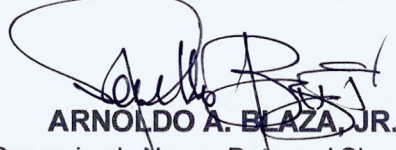
<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title									
		LAND MANAGEMENT INSPECTOR I									
2. ITEM NUMBER		3. SALARY GRADE									
OSEC-DENRB-LAMI-143-1998		SG-06									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS											
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>											
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 ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION								
RA 10964 2018	RA 10924 2017	Php 17,007.00	13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR									
LAND MANAGEMENT OFFICER III		CHIEF TECHNICAL 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									
N/A		N/A									
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK											
LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS											
17. CONTACTS / CLIENTS / STAKEHOLDERS											
17a. Internal		Occasional		Frequent		17b. External		Occasional		Frequent	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>		General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>		Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
18. WORKING CONDITION											
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>		Other/s (Please Specify)					
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>							
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; 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)											
Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.											
21. QUALIFICATION STANDARDS											

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>LAND MANAGEMENT INSPECTOR I</div>		
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-LAMI-143-1998</div>			<div>3. SALARY GRADE</div> <div>SG-06</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>LAND MANAGEMENT INSPECTOR I</div>																																										
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-LAMI-143-1998</div>			<div>3. SALARY GRADE</div> <div>SG-06</div>																																										
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>																																													
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</div>			<div>6. BUREAU OR OFFICE</div> <div>MIMAROPA REGION</div>																																										
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>PENRO ROMBLON</div>			<div>8. WORKSTATION / PLACE OF WORK</div> <div>PENRO ROMBLON</div>																																										
<div>9. PRESENT APPROP ACT</div> <div>RA 10964 2018</div>		<div>10. PREVIOUS APPROP ACT</div> <div>RA 10924 2017</div>		<div>11. SALARY AUTHORIZED</div> <div>Php 17,007.00</div>		<div>12. OTHER COMPENSATION</div> <div>13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA</div>																																							
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>LAND MANAGEMENT OFFICER III</div>			<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>CHIEF TECHNICAL SERVICES DIVISION</div>																																										
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td colspan="3">POSITION TITLE</td><td colspan="3">ITEM NUMBER</td></tr><tr><td colspan="3">N/A</td><td colspan="3">N/A</td></tr></table>						POSITION TITLE			ITEM NUMBER			N/A			N/A																														
POSITION TITLE			ITEM NUMBER																																										
N/A			N/A																																										
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS</div>																																													
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td colspan="2">17a. Internal</td><td>Occasional</td><td>Frequent</td><td colspan="2">17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td colspan="2">Executive / Managerial</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td colspan="2">General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td colspan="2">Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td colspan="2">Other Agencies</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td colspan="2">Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td colspan="2"></td><td></td><td></td></tr><tr><td colspan="2">Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td colspan="2"></td><td></td><td></td></tr></table>						17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent	Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>					Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>				
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent																																						
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																						
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																						
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																										
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																										
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td rowspan="2">Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>						Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																	
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)																																										
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																											
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Coordinate and direct the implementation of all policies, regulations, programs and projects on environmental and natural resources conservation in the province; Represent the province in the provincial development bodies in the formulation and implementation of provincial plans and programs.</div>																																													
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.</div>																																													
<div>21. QUALIFICATION STANDARDS</div>																																													

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>LAND MANAGEMENT INSPECTOR I</div>		
2. ITEM NUMBER			3. SALARY GRADE		
OSEC-DENRB-LAMI-143-1998			SG-06		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><input type="checkbox"/> Province</div> <div><input type="checkbox"/> City</div> <div><input type="checkbox"/> Municipality</div>		<div><input type="checkbox"/> 1st Class</div> <div><input type="checkbox"/> 2nd Class</div> <div><input type="checkbox"/> 3rd Class</div> <div><input type="checkbox"/> 4th Class</div>		<div><input type="checkbox"/> 5th Class</div> <div><input type="checkbox"/> 6th Class</div> <div><input type="checkbox"/> Special</div>	
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 ACT		10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION
RA 10964 2018		RA 10924 2017	Php 17,007.00		13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
LAND MANAGEMENT OFFICER III			CHIEF TECHNICAL 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		
N/A			N/A		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	
				Frequent	
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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; 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)					
Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.					
21. 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 Competencies			Competency Level
Surveying and Mapping			Basic
Land Management			Basic
Land Records Management			Basic
Tenure and Rights Assessment			Basic
Tenurial Instruments and Permits for Improved Resource Management			Basic
Basic Computer Skills			Intermediate
Database Management			Intermediate
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:)		
20%	Assists in surveying and mapping activities.		Basic
20%	Assists in land management activities		Basic
20%	Assists in land records management activities		Basic
20%	Assists in the evaluation of effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities		Basic
20%	Assists in issuing tenurial instruments and permits for improved resource management		Basic
N/A	Applies computer skills in work using MS Office applications		Intermediate
N/A	Performs the standard procedure and basic concepts of creating spatial databases		Intermediate
N/A	Demonstrates compliance to policies, rules and other standards set by the agency		Intermediate
N/A	Delivers and adds value to customers' 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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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 Competencies			Competency Level
Surveying and Mapping			Basic
Land Management			Basic
Land Records Management			Basic
Tenure and Rights Assessment			Basic
Tenurial Instruments and Permits for Improved Resource Management			Basic
Basic Computer Skills			Intermediate
Database Management			Intermediate
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:)		
20%	Assists in surveying and mapping activities.		Basic
20%	Assists in land management activities		Basic
20%	Assists in land records management activities		Basic
20%	Assists in the evaluation of effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities		Basic
20%	Assists in issuing tenurial instruments and permits for improved resource management		Basic
N/A	Applies computer skills in work using MS Office applications		Intermediate
N/A	Performs the standard procedure and basic concepts of creating spatial databases		Intermediate
N/A	Demonstrates compliance to policies, rules and other standards set by the agency		Intermediate
N/A	Delivers and adds value to customers' 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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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 Competencies			Competency Level
Surveying and Mapping			Basic
Land Management			Basic
Land Records Management			Basic
Tenure and Rights Assessment			Basic
Tenurial Instruments and Permits for Improved Resource Management			Basic
Basic Computer Skills			Intermediate
Database Management			Intermediate
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:)		
20%	Assists in surveying and mapping activities.		Basic
20%	Assists in land management activities		Basic
20%	Assists in land records management activities		Basic
20%	Assists in the evaluation of effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities		Basic
20%	Assists in issuing tenurial instruments and permits for improved resource management		Basic
N/A	Applies computer skills in work using MS Office applications		Intermediate
N/A	Performs the standard procedure and basic concepts of creating spatial databases		Intermediate
N/A	Demonstrates compliance to policies, rules and other standards set by the agency		Intermediate
N/A	Delivers and adds value to customers' 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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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 Competencies			Competency Level
Surveying and Mapping			Basic
Land Management			Basic
Land Records Management			Basic
Tenure and Rights Assessment			Basic
Tenurial Instruments and Permits for Improved Resource Management			Basic
Basic Computer Skills			Intermediate
Database Management			Intermediate
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:)		
20%	Assists in surveying and mapping activities.		Basic
20%	Assists in land management activities		Basic
20%	Assists in land records management activities		Basic
20%	Assists in the evaluation of effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities		Basic
20%	Assists in issuing tenurial instruments and permits for improved resource management		Basic
N/A	Applies computer skills in work using MS Office applications		Intermediate
N/A	Performs the standard procedure and basic concepts of creating spatial databases		Intermediate
N/A	Demonstrates compliance to policies, rules and other standards set by the agency		Intermediate
N/A	Delivers and adds value to customers' 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., teams, divisions) Focus of communication is to relay information and to build motivation.		Intermediate
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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	

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title									
		LAND MANAGEMENT INSPECTOR I									
2. ITEM NUMBER		3. SALARY GRADE									
OSEC-DENRB-LAMI-143-1998		SG-06									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS											
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>											
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 ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION								
RA 10964 2018	RA 10924 2017	Php 17,007.00	13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR									
LAND MANAGEMENT OFFICER III		CHIEF TECHNICAL 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									
N/A		N/A									
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK											
LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS											
17. CONTACTS / CLIENTS / STAKEHOLDERS											
17a. Internal		Occasional		Frequent		17b. External		Occasional		Frequent	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>		General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>		Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>							
18. WORKING CONDITION											
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>		Other/s (Please Specify)					
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>							
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; 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)											
Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.											
21. QUALIFICATION STANDARDS											

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>LAND MANAGEMENT INSPECTOR I</div>																																										
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-LAMI-143-1998</div>			<div>3. SALARY GRADE</div> <div>SG-06</div>																																										
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>																																													
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</div>			<div>6. BUREAU OR OFFICE</div> <div>MIMAROPA REGION</div>																																										
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>PENRO ROMBLON</div>			<div>8. WORKSTATION / PLACE OF WORK</div> <div>PENRO ROMBLON</div>																																										
<div>9. PRESENT APPROP ACT</div> <div>RA 10964 2018</div>		<div>10. PREVIOUS APPROP ACT</div> <div>RA 10924 2017</div>		<div>11. SALARY AUTHORIZED</div> <div>Php 17,007.00</div>		<div>12. OTHER COMPENSATION</div> <div>13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA</div>																																							
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>LAND MANAGEMENT OFFICER III</div>			<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>CHIEF TECHNICAL SERVICES DIVISION</div>																																										
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td colspan="3">POSITION TITLE</td><td colspan="3">ITEM NUMBER</td></tr><tr><td colspan="3">N/A</td><td colspan="3">N/A</td></tr></table>						POSITION TITLE			ITEM NUMBER			N/A			N/A																														
POSITION TITLE			ITEM NUMBER																																										
N/A			N/A																																										
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS</div>																																													
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td colspan="2">17a. Internal</td><td>Occasional</td><td>Frequent</td><td colspan="2">17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td colspan="2">Executive / Managerial</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td colspan="2">General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td colspan="2">Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td colspan="2">Other Agencies</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td colspan="2">Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td colspan="2"></td><td></td><td></td></tr><tr><td colspan="2">Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td colspan="2"></td><td></td><td></td></tr></table>						17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent	Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>					Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>				
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent																																						
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																						
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																						
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																										
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																										
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td rowspan="2">Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>						Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																	
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)																																										
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																											
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Coordinate and direct the implementation of all policies, regulations, programs and projects on environmental and natural resources conservation in the province; Represent the province in the provincial development bodies in the formulation and implementation of provincial plans and programs.</div>																																													
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.</div>																																													
<div>21. QUALIFICATION STANDARDS</div>																																													

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>LAND MANAGEMENT INSPECTOR I</div>		
2. ITEM NUMBER			3. SALARY GRADE		
OSEC-DENRB-LAMI-143-1998			SG-06		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><input type="checkbox"/> Province</div> <div><input type="checkbox"/> City</div> <div><input type="checkbox"/> Municipality</div>		<div><input type="checkbox"/> 1st Class</div> <div><input type="checkbox"/> 2nd Class</div> <div><input type="checkbox"/> 3rd Class</div> <div><input type="checkbox"/> 4th Class</div>		<div><input type="checkbox"/> 5th Class</div> <div><input type="checkbox"/> 6th Class</div> <div><input type="checkbox"/> Special</div>	
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 ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
RA 10964 2018		RA 10924 2017		Php 17,007.00	
				12. OTHER COMPENSATION	
				13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
LAND MANAGEMENT OFFICER III			CHIEF TECHNICAL 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		
N/A			N/A		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	Frequent
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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; 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)					
Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.					
21. QUALIFICATION STANDARDS					

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div>		
			LAND MANAGEMENT INSPECTOR I		
2. ITEM NUMBER			3. SALARY GRADE		
OSEC-DENRB-LAMI-143-1998			SG-06		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><input type="checkbox"/> Province</div> <div><input type="checkbox"/> City</div> <div><input type="checkbox"/> Municipality</div>		<div><input type="checkbox"/> 1st Class</div> <div><input type="checkbox"/> 2nd Class</div> <div><input type="checkbox"/> 3rd Class</div> <div><input type="checkbox"/> 4th Class</div>		<div><input type="checkbox"/> 5th Class</div> <div><input type="checkbox"/> 6th Class</div> <div><input type="checkbox"/> Special</div>	
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 ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
RA 10964 2018		RA 10924 2017		Php 17,007.00	
				12. OTHER COMPENSATION	
				13th Month Pay, 14th Month Pay, Clothing Allowance, Cash Gift, PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
LAND MANAGEMENT OFFICER III			CHIEF TECHNICAL 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		
N/A			N/A		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
LAPTOP/DESKTOP, PRINTER, PHOTOCOPIER, SCANNER, RECORDER, CALCULATOR, GPS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
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; 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)					
Assists in the processing and evaluating of applications for land patents and deeds, permits and agreements; Drafts communications and memoranda on public land applications, homestead and free patents; Perform other activities that may be assigned by the higher authority.					
21. QUALIFICATION STANDARDS					

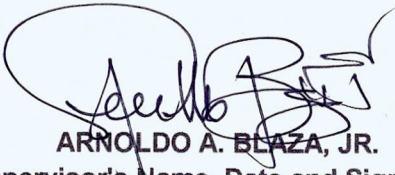
<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			ADMINISTRATIVE AIDE VI		
2. ITEM NUMBER			3. SALARY GRADE		
OSEC-DENRB-ADA6-230-2014			SG-06		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province		<input type="checkbox"/> 1st Class		<input type="checkbox"/> 5th Class	
<input type="checkbox"/> City		<input type="checkbox"/> 2nd Class		<input type="checkbox"/> 6th Class	
<input type="checkbox"/> Municipality		<input type="checkbox"/> 3rd Class		<input type="checkbox"/> Special	
<input type="checkbox"/> 4th 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 ACT	10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
RA 10964 2018	RA 10924 2017		Php 16,877.00	13th Month Pay, 14th Month Pay, Clothing Allowance, Cash 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		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Civil Society Organization	<input type="checkbox"/>
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local Government Unit	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
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.					

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>ADMINISTRATIVE AIDE VI</div>		
<div>2. ITEM NUMBER</div> <div>OSEC-DENRB-ADA6-230-2014</div>			<div>3. SALARY GRADE</div> <div>SG-06</div>		
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			ADMINISTRATIVE AIDE VI		
2. ITEM NUMBER			3. SALARY GRADE		
OSEC-DENRB-ADA6-230-2014			SG-06		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>					

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; padding: 10px;">ADMINISTRATIVE AIDE VI</div>		
2. ITEM NUMBER <div style="text-align: center; font-weight: bold; padding: 10px;">OSEC-DENRB-ADA6-230-2014</div>			3. SALARY GRADE <div style="text-align: center; font-weight: bold; padding: 10px;">SG-06</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
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 ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
RA 10964 2018		RA 10924 2017		Php 16,877.00	
				13th Month Pay, 14th Month Pay, Clothing Allowance, Cash 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 <i>(if more than seven (7) list only by their item numbers and titles)</i>					
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	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Civil Society Organization		<input type="checkbox"/>		<input type="checkbox"/>	
Local Government Unit		<input type="checkbox"/>		<input type="checkbox"/>	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
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.					

21. QUALIFICATION STANDARDS			
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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	

21. QUALIFICATION STANDARDS			
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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.			
<div>APCH MARISOL P. CORTEZ Employee's Name, Date and Signature 03-10-23</div>		<div> ARNOLDO A. BLAZA, JR. Supervisor's Name, Date and Signature</div>	

21. QUALIFICATION STANDARDS			
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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	

21. QUALIFICATION STANDARDS			
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
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
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	