



Department of Environment and Natural Resources

COMPETENCY-BASED MANUAL

Regional Office

20
25



FUNCTIONAL COMPETENCIES FOR DIRECTORS III AND IV

NR ENFORCEMENT AND REGULATION

The ability to properly/strictly supervise and provide technical assistance in the enforcement of existing laws and regulations on the protection and management of the natural resources (forests, wildlife, protected areas, coastal, caves, and water); and formulate strategies to ensure compliance monitoring of existing tenurial instruments/contracts/licenses/permits/certificates/patents towards improved and sustainable resource management.

Level 1 (Director III, SG 27)

- Review applications and supporting documents' compliance to existing NR laws and regulations and endorse accordingly.
- Evaluate reports and provide technical guidance and final recommendations on all NR law enforcement and regulation cases.

Level 2 (Director IV, SG 28)

- Recommend and endorse accordingly and/or decide final action (approves or otherwise) the issuance of permits, certificates, patents, clearance, tenurial instruments, leases, orders, and administrative adjudication and disposition subject to existing laws and rules and regulations to strictly enforce NR law and resource regulation.
- Recommend policies, guidelines, procedures and criteria based on recommendations from technical evaluations to strengthen enforcement and regulation activities.

FUNCTIONAL COMPETENCIES FOR DIRECTORS III AND IV

NR CONSERVATION AND DEVELOPMENT

The ability to evaluate natural resources (forests, lands, wildlife, protected areas, coastal, caves, soil, and water) conservation, rehabilitation, sustainable development and management plans, programs and activities; and develop related mechanisms to support these.

Level 1 (Director III, SG 27)

- Evaluate and recommend or decide final action within limits of authority land surveying activities, certificates, and survey orders/authorities and plans for registration, legal or development purposes.
- Review the proposed NR conservation, development and management plans, programs and activities, reflect on areas for improvement and recommend course action.

Level 2 (Director IV, SG 28)

- Decide final action (approves within limits of authority or otherwise) on the following:
 - Issuance of land leases and sales, and orders on the conduct of some surveys and public land subdivision projects;
 - Accreditation of forest nurseries; and
 - NR conservation, development and management/operation plans.
- Evaluate stringently proposed agreements, certifications, and related documents on protected area and critical habitat management, recommend final action and endorse accordingly.
- Enhance proposals, introduce innovative cooperation mechanisms and facilitate the process of arriving at a consensus on non-negotiables, commonly defined vision, individual and collective strategies, individual and co-financing environmental arrangements, and indicators of outcomes and outputs.

FUNCTIONAL COMPETENCIES FOR DIRECTORS III AND IV

ENVIRONMENTAL GOVERNANCE AND RESILIENCY

The ability to lead governance-oriented integrated ecosystems management approach to improve natural resource management and sustainability, and strengthen ecosystems resiliency and adaptive capacities of human communities.

Level 1 (Directr III, SG 27)

- Evaluate technically reviewed ENR biophysical asset inventories and assessment and recommend management interventions to sustain these activities.
- Assess existing institutional arrangements on ENR management and standards in environmental services, and propose improvements to strengthen complementary collaboration between and among local and national stakeholder.

Level 2 (Director IV, SG 28)

- Evaluates compliance and approves within limits of authority financial transactions and reports, procurement of goods, works and services, property management, and human resources management and development matters.
- Direct the integration of ENR management strategies to (donor) foreign and local development plans, projects and activities through stakeholder partnerships to improve adaptive capacities of human communities and natural systems, and enhance fund raising/use and effectiveness.
- Set institutional standards for environmental services to improve service delivery (responsibility), transparency, participation, and accountability.

FUNCTIONAL COMPETENCIES FOR DIRECTORS III AND IV

RESOURCE MANAGEMENT		
<p>The ability to pool resources (materials, facilities, equipment, money and human resources), its appropriate allocation, monitor their use and make adjustments when necessary to ensure efficient, effective and sustainable operations of the office.</p>		
Level 1 (Director III, SG 27)	Level 2 (Director IV, SG 28)	Level 1 (Director III, SG 27)
<ul style="list-style-type: none">Evaluates compliance and approves within limits of authority financial transactions and reports, procurement of goods, works and services, property management, and human resources management and development matters.	<ul style="list-style-type: none">Checks all, recommends and approves those within limits of authority financial transactions and reports of the office to ensure compliance with the existing accounting, budgeting and auditing rules and regulations.Assess and projects human resources management and development of the office to ensure uninterrupted quality service.Evaluates and endorses procurement of goods, works and services compliant and consistent to existing procurement policies.Examines current resource management practices and recommends improvements that promotes prudent use of resources without sacrificing quality and efficiency.Proposes resource allocation adjustments when the situation calls for it.	<ul style="list-style-type: none">Approves compliant procurement, property, financial transactions and reports, and human resources management and development actions.Critique and decide on recommended adjustments in office resource allocation and improvements in resource management to ensure efficient, effective and sustainable operations.

RSCI1 - MEDIA RELATIONS MANAGEMENT



The ability to develop and implement public information programs to enhance public understanding and participation on the DENR mandate, thrusts, programs, projects and activities and ENR policies, and sustainable development and management of the country's natural resources; and engages and maintains harmonious working relationship with media practitioners.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Prepares basic publications, media relations materials and audio-visual media materials</p> <p>1. Prepares and updates media directories;</p> <p>2. Disseminates editorial materials;</p> <p>3. Assists in the reproduction and distribution of press kits; and</p> <p>4. Assists in the coverage and documentation of official functions on environment and natural resources.</p>	<p>Conceptualizes, designs, and prepares publications, editorial and writing materials, media relations materials and audio-visual media materials</p> <p>1. Writes press releases, fact sheets, and photo captions on environment and natural resources;</p> <p>2. Writes scripts for radio and TV plugs;</p> <p>3. Writes environmental slogans and messages customized for an intended or targeted audience;</p> <p>4. Covers official functions of DENR officials and events for purposes of preparing editorial materials for prompt dissemination;</p> <p>5. Translates into local dialects press releases, feature articles, and photo captions, scripts for radio and TV plugs;</p> <p>6. Sources out logistical support in the conduct of press conferences, media briefings and press coverage of ENR-related activities;</p>	<p>Leads in the conceptualization, design, and preparation of publications, editorial and writing materials, media relations materials and audio-visual media materials.</p> <p>1. Monitors and analyzes ENR-related media reports and prepares rejoinders in response to negative or erroneous media reports;</p> <p>2. Writes feature articles, column feeds, and TV and radio broadcast releases on ENR policies, programs and projects and activities;</p> <p>3. Analyzes media requests for interview of concerned DENR officials and prepares the necessary guide questions and/or briefing materials;</p> <p>4. Arranges media coverage of ENR-related events and activities;</p> <p>5. Responds to queries from media and other stakeholders of the DENR;</p> <p>6. Prepares project proposals for video productions and other public</p>	<p>Plans, organizes and reviews DENR-RO's public information programs and activities.</p> <p>1. Organizes the implementation of public information programs and activities;</p> <p>2. Implements the set targets for the public information campaign;</p> <p>3. Recommends public information activities to improve public understanding and support for environmental programs and projects;</p> <p>4. Works with information officers of other government agencies and stakeholders to develop and implement public information programs; and</p> <p>5. Hosts radio and/or TV programs.</p>

	<p>7. Transcribes proceedings in press conferences, media briefings, media interviews, and other speaking engagements of DENR officials;</p> <p>8. Establishes and maintains harmonious working relationship with media practitioners; and</p> <p>9. Prepares briefing materials or presentations for use during press conferences and media briefings using appropriate software (e.g. powerpoint).</p>	<p>information activities;</p> <p>7. Analyzes and integrates diverse information from varied sources for inputs in editorial materials;</p> <p>8. Interviews senior officials and other stakeholders on more complex ENR-related issues;</p> <p>9. Prepares media plan and other public information activities in support of DENR special programs and projects and assists in overseeing its successful implementation;</p> <p>10. Evaluates and edits editorial materials prepared by staff writers; and</p> <p>11. Guides and coach others on this competency and serve as a resource person.</p>	
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RSCI2 - DEVELOPMENT COMMUNICATION MANAGEMENT

The ability to create, develop and sustain public interest in environmental undertakings, and promote public appreciation of and support for DENR programs, projects and activities through strengthening of communication strategies and activities.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of development communication activities	Conducts development communication activities	Leads in the conduct of development communication activities	Plans, organizes and reviews the conduct of development communication activities
<ol style="list-style-type: none"> 1. Has basic knowledge of the organization's mandate, programs and projects on environmental protection, biodiversity conservation and sustainable development and management of natural resources; 2. Has basic knowledge of the organization's information, education and communication (IEC) program to enhance public participation on environmental protection, biodiversity conservation and sustainable development and management of natural resources; 3. Has basic knowledge on the state of the Philippine environment at the national and local level, including issues and concerns affecting it; 4. Identifies relevant beneficiaries and stakeholders for development communication activities on ENR programs; and 	<ol style="list-style-type: none"> 1. Works closely with other government agencies and other DENR partners on the conduct of development communication activities; 2. Arranges for the logistical support in the conduct of development communication activities; 3. Facilitates meetings with stakeholders such as LGUs, academe, faith-based groups, civil society organizations and other stakeholders; 4. Develops IEC materials and collaterals on ENR-related topics for exhibits, exposition; 5. Conducts meetings with LGUs, academe, faith-based groups, civil society organizations and other stakeholders through lectures, and other interpersonal communication activities; 	<ol style="list-style-type: none"> 1. Prepares communication plan to be integrated in the Work and Financial Plan; 2. Identifies and conceptualizes development communication activities to encourage and gain public support for environmental undertakings; 3. Works with information officers of DENR and other offices to develop and implement IEC campaign; 4. Reviews and recommends the communication plan and Work and Financial Plan; and 5. Conducts coaching or mentoring of staff. 	<ol style="list-style-type: none"> 1. Oversees the implementation of development communication activities.

<p>5. Gathers IEC materials for public distribution during the conduct of development communication activities (e.g., school lectures, stakeholders meeting).</p>	<p>6. Prepares IEC reports</p> <p>7. Develops and maintains information materials for DENR social media account; and</p> <p>8. Drafts speeches on ENR related events for the Regional Executive Director.</p>		
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RSCI3 - EVENT MANAGEMENT

The ability to handle ENR-related events.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of event management activities.	Conducts event management activities.	Leads in the conduct of event management activities.	Plans, organizes and reviews the conduct of event management activities.
<ol style="list-style-type: none">1. Has basic knowledge of the organization's mandate, programs and projects on environmental protection, biodiversity conservation and sustainable development and management of natural resources;2. Has basic knowledge of the organization's information, education and communication (IEC) program to enhance public participation on environmental protection, biodiversity conservation and sustainable development of natural resources;3. Has basic knowledge on the state of the Philippine environment, including issues and concerns affecting it;4. Has basic knowledge on event management;5. Gathers IEC materials related to the event;	<ol style="list-style-type: none">1. Arranges the physical and logistical requirements for the conduct of an event;2. Represents the office in meetings involving the preparation, execution and assessment of the event; and3. Develops operational plans, e.g. schedules, program of activities, budget, resource persons' directory, etc., in managing an event.	<ol style="list-style-type: none">1. Responds quickly to crisis situations through successful execution of alternative course of action;2. Undertakes process documentation and prepares an end-of-activity report;3. Organizes the participatory planning session for the successful management of an event;4. Anticipates issues and concerns that may arise during the event and recommends corresponding alternative courses of action; and5. Conceptualizes innovative events that support the mandate of the DENR.	<ol style="list-style-type: none">1. Oversees the overall conduct and management of an event; and2. Evaluates and decides on proposed innovations in the conduct of events.

<p>6. Prepares basic communication such as office order/memorandum, invitation letters; and</p> <p>7. Makes follow up/confirmation on the status of invited guests/participants.</p>		
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RSCI4 - VISUAL COMMUNICATION (GRAPHIC DESIGN AND LAYOUT)

Knowledge and skills required in development, conceptualization and execution of IEC and other printed visual materials to support societal change towards environment and natural resources.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Undertakes basic visual communication works	Undertakes more visual communication works	Leads the delivery visual communication works	Validates and reviews results of visual communication works
<ol style="list-style-type: none">1. Has basic knowledge of the organization's mandate, programs and projects on environmental protection, biodiversity conservation and sustainable development and management of natural resources;2. Has basic knowledge of the organization's information, education and communication (IEC) program to enhance public participation on environmental protection, biodiversity conservation and sustainable development of natural resources;3. Has basic knowledge on the state of the Philippine environment, including issues and concerns affecting it;4. Has basic knowledge of computer software used to create and layout graphic designs for various forms of visual materials (newsletters, brochures, flyers, etc); and	<ol style="list-style-type: none">1. Creates artworks using a variety of media and techniques to depict objects, people, nature or events for printed materials and exhibits;2. Uses more advanced computer software (Adobe, Corel, InDesign, etc.) to assist in design production;3. Determines suitability of available visuals for use in IEC materials;4. Collects and transmits data and files through the internet platform, as directed;5. Assists during ingress and egress of exhibit events participated in by the office;6. Acts as custodian of exhibit materials; and7. Prepares initial sketches and presentation layouts.	<ol style="list-style-type: none">1. Interprets design concept of exhibits and printed IEC materials based on project needs;2. Produces exhibit materials based on given concept and purpose;3. Implements layout plan of exhibit materials;4. Does press work to ensure conformity to approved design;5. Formulates design concepts and presentation of approaches for visual communication materials (printed IEC materials, exhibits and other forms of display);6. Designs visual communication training modules and workshops for information officers and other DENR personnel engaged in IEC work;7. Evaluates and recommends	<ol style="list-style-type: none">1. Oversees activities in the development and lay outing of graphic design materials; and2. Advises units/offices on the effectiveness of graphic designs and methods to be used in IEC materials.

5. Assists in the gathering of data and selection of appropriate artwork in preparation of IEC materials.		improvements for IEC materials before printing or publication; and 8. Is proficient with major graphic or design software.	
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RSCI5 - VIDEO PRODUCTION

Knowledge and skills to develop and produce video documentaries and audio-visual presentations on best practices or success stories to enhance public awareness and understanding of DENR policies, programs and projects and activities.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Undertakes basic video production works	Undertakes more complex video production works and covers big and VIP events	Leads the delivery of video production works	Validates and reviews results of video production works to meet media requirements
<ol style="list-style-type: none">1. Has basic knowledge of the organization's mandate, programs and projects on environmental protection, biodiversity conservation and sustainable development and management of natural resources;2. Has basic knowledge of the organization's information, education and communication (IEC) program to enhance public participation on environmental protection, biodiversity conservation and sustainable development and management of natural resources;3. Has basic knowledge on the state of the Philippine environment at the national and local level, including issues and concerns affecting it;4. Is familiar with various video equipment and accessories and their proper care;5. Has knowledge on basic videography,	<ol style="list-style-type: none">1. Has knowledge on advanced videography;2. Has knowledge on video editing;3. Under minimum supervision, conducts video coverage of official functions of DENR officials and other important environmental events;4. Selects and captures video footage in the editing machine;5. Properly indexes selected video footage; and6. Reproduces video materials.	<ol style="list-style-type: none">1. Prepares concept paper/proposal of video documentary, including identification of purpose and target audience/recipients;2. Identifies logistical requirements in the preparation of video documentary;3. Prepares initial draft of video script to serve as guide by the AV team;4. Takes video footage using script as guide and as per instruction of the team leader;5. Has knowledge on musical scoring;6. Can select appropriate music for video productions;7. Has knowledge on advanced video editing, including generation of character and application of special effects;8. Has knowledge on exporting audio-	<ol style="list-style-type: none">1. Evaluates output of the video production/documentary.

<p>including different video formats used;</p> <p>6. Properly/systematically labels used video tapes;</p> <p>7. Reproduces copies of video documentary for distribution;</p> <p>8. Prepares a distribution list of completed video materials and efficiently maintains records of recipients; and</p> <p>9. Assists in the conduct of video coverage of official functions of DENR official and other important environmental events as part of the AV team.</p>		<p>video material to other formats (e.g. MPEG, AVI, VCD, DVD output/format);</p> <p>9. Pretests initial output of the video documentary;</p> <p>10. Produces a master copy of the video documentary; and</p> <p>11. Implements stages of video production (pre-production, production, post-production).</p>	
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RSCI6 - PHOTOJOURNALISM



The ability to document, through photography, programs, projects and activities relating to environmental protection, biodiversity conservation, and sustainable development and management of natural resources.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Undertakes photography works	Undertakes more complex photography works and covers big and VIP events	Leads the delivery of photography works	Validates and reviews results of photography works to meet media requirements
<ol style="list-style-type: none"> 1. Has basic knowledge of the organization's mandate, programs and projects on environmental protection, biodiversity conservation and sustainable development and management of natural resources; 2. Has basic knowledge of the organization's information, education and communication (IEC) program to enhance public participation on environmental protection, biodiversity conservation and sustainable development and management of natural resources; 3. Has basic knowledge on the state of the Philippine environment, including issues and concerns affecting it; 4. Has knowledge on the basic parts of a camera and their uses; 5. Is familiar with various types of cameras, accessories and other related 	<ol style="list-style-type: none"> 1. Conducts photo-documentation of official functions of DENR officials, environmental events and other media activities; 2. Efficiently maintains a photobank for easy identification and retrieval; 3. Enhances and prints photo images using appropriate imaging software (e.g. MS PhotoEditor); 4. Classifies types of photos relating to various environmental concerns; 5. Gathers data/information regarding his photo subjects; and 6. Assists in the selection of pictures for release to the press. 	<ol style="list-style-type: none"> 1. Shoots more complex subjects for use in photo exhibits, institutional ads, print IEC materials, etc.; 2. Determines suitability of pictures for release to the media/press; 3. Recommends photo ideas and proposals; 4. Estimates photography and printing costs; 5. Prepares periodic reports of activities; 6. Develops necessary techniques in covering photo shoots of different programs, projects and events; 7. Discusses with officials regarding photo documentation of environmental programs and projects; 8. Supervises photo documentation team during location shooting; and 	<ol style="list-style-type: none"> 1. Oversees the photo documentation projects and activities.

<p>equipment used in coverage and their proper care;</p> <p>6. Has knowledge on basic photography, including the basics of composition and lighting techniques;</p> <p>7. Facilitates printing of photos, digitization of photos, etc.; and</p> <p>8. Downloads and stores raw photo images.</p>		<p>9. Adapts to changing situations, unexpected pressures and varying job demands.</p>	
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RSCI7 - LIBRARY MANAGEMENT

The ability to provide and manage storage and retrieval of information on environment and natural resources.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in library management activities	Implements library management activities and programs	Supervises the implementation of library management activities and programs	Plans, organizes and reviews the implementation of library management activities and programs
<ol style="list-style-type: none">1. Has basic knowledge of the organization's mandate, programs and projects on environmental protection, biodiversity conservation and sustainable development and management of natural resources;2. Has basic knowledge of the organization's information, education and communication (IEC) program to enhance public participation on environmental protection, biodiversity conservation and sustainable development and management of natural resources;3. Has basic knowledge on the state of the Philippine environment, including issues and concerns affecting it;4. Orients library users on existing library policies, rules and regulations;5. Undertakes daily news clippings on environment and natural resources;	<ol style="list-style-type: none">1. Acquires additional reading and informative materials through donations, book showers, purchase, etc.;2. Indexes and catalogues book and non-book materials such as journals and audio-visual materials;3. Updates and maintains database on sectoral issues, etc.;4. Assists in the conduct of inventory of reading materials;5. Attends to researchers and other clients and advises them on appropriate library materials; and6. Maintains e-library on ENR.	<ol style="list-style-type: none">1. Keeps track of book circulation such as lending and recalling of books to users;2. Encodes pamphlet or vertical file;3. Conducts accurate inventory of library equipment and library holding;4. Assists in the accessioning, recording, and control of book and non-book materials;5. Supervises the accessioning, recording and control of book and non-book materials;6. Recommends new acquisitions, subscription to journals, magazines and other literature; and7. Coordinates with other offices on the implementation of e-library.	<ol style="list-style-type: none">1. Oversees the implementation of library activities.

<ul style="list-style-type: none">6. Assists in keeping books and other reading materials organized and in good condition;7. Efficiently maintains IEC materials for distribution; and8. Prepares written communication and library correspondences.		
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RP1 - PLANNING AND PROGRAMMING



The ability to:

- translate broad strategic goals and plans into specific operational goals and objectives relevant to the regional and provincial, local level in accordance with the President's and Department's thrust priorities, and budget appropriations.
- evaluate the operations activities using output/outcome indicators towards achieving the mandate of the DENR.
- formulate appropriate criteria for determining priorities for proposed projects and selects the appropriate programs/projects/activities for funding and execution.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of planning and programming activities	Consolidates, reviews, and analyzes the RO's short-, medium- and long-term plans	Handles the implementation of programming/reprogramming guidelines for DENR's short-, medium-, and long-term plans preparation	Formulates regional guidelines and strategies for the preparation of RO strategic and operational plans.
1. Has the knowledge on the President's thrusts and priorities, including DENR and regional thrusts and priorities; 2. Gathers/collects relevant data/materials (NEDA/DBM pronouncements and other relevant agencies both private and government); 3. Has the knowledge on DENR's mandate, core values, vision, mission, functions and specific PPAs of each unit/office based on major final outputs; 4. Has the knowledge on basic planning concepts and processes in making operational plans for a work group e.g., scheduling, budgeting; project plans or plans for a function/ Department;	1. Understands and discerns the unit of work measurements and performance indicators crafted in every project activity; 2. Consolidates, reviews and analyzes local ENR-related proposals in accordance with the approved planning guidelines; 3. Identifies and prioritizes programs, projects and activities of the DENR at the local level; 4. Prepares regional budget proposal in accordance with the DBM Circulars and DENR policies; and 5. Communicates with regional operating units and other customers on planning	1. Makes presentations to RDC on proposed budget of the region and other plans and projects; 2. Identifies opportunities and problems in the medium term and the resources and activities to deal with them; 3. Prepares Regional Development/ Investment Plan – ENR component in line with National Agenda and NEDA's Guidelines; 4. Provides technical assistance to regional operations in initiating different activities to achieve desired output/outcome; and 5. Facilitates the preparation of Budget Deliberation (Budget Hearing) and	1. Develops new ideas and approaches in planning responsive to the changing needs of the DENR and its stakeholders; 2. Serves as subject matter expert in planning and programming related issues and concerns; 3. Recommends appropriate interventions in the use of resources to meet strategic goals; and 4. Discusses with the management and offices issues relating to planning and budget programming prioritization.

<p>5. Assists in the updating of database on regional targets taking in to account the “universe and baseline”; and</p> <p>6. Has knowledge on updating and maintenance of planning records.</p>	<p>and programming queries and conveys complex instructions or information accurately.</p>	<p>Approval documents.</p>	
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RP2 - MONITORING AND EVALUATION



The ability to:

- work closely on the progress and impacts of ENR programs and projects in accordance with approved priority areas with different regional divisions and other implementing units/PENROs/CENROs and other operating units of the region;
- formulate and implement standards and criteria for program/project identification, prioritization and implementation;
- assess and evaluate periodically performance reports and project implications;
- prepare periodically monitoring and evaluation reports of the ENR programs and projects establishes and operates a feedback mechanism including documentation of best practices based on the results of the evaluation for replication and popularization to other offices/units.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the monitoring and evaluation of DENR-RO programs and projects	Conducts monitoring and evaluation of all DENR-RO programs, projects, and activities.	Leads the preparation of monitoring and evaluation reports of all DENR-RO programs, projects, and activities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the development and implementation of the monitoring and evaluation of all DENR-RO programs and projects and activities
1. Has the knowledge on the President's thrusts and priorities, including DENR and regional thrusts and priorities; 2. Understands M&E principles and processes; 3. Understands and discerns reliability, validity, and accuracy of physical and financial reports; 4. Consolidates periodic accomplishment reports on ENR programs and projects; 5. Assists in the updating and maintenance of regional database on ENR programs and activities;	1. Implements M&E scheme in achieving set milestones for President's thrusts including DENR priorities, programs and projects; 2. Initiates and prepares periodic reports on the implementation of DENR programs and projects (by organizational outcomes) based on requirements of the DENR and other institutions; 3. Assists in the conduct of Regional and Field Assessment of Performance of Key Field Offices and Officers using the appropriate M&E tools; and	1. Handles the implementation of M&E scheme in achieving set of milestones for President's thrusts including DENR priorities, programs and projects; 2. Reviews and edits assessment reports on the implementation of DENR programs and projects (by organizational outcomes) vis-à-vis financial utilization based on approved GAA, requirements of funding institutions and funds sources; 3. Safeguards prompt production and submission of updated and accurate status (physical and financial) in implementing DENR programs, projects	1. Handles the management and operations performance audit of all DENR programs and projects; 2. Provides inputs in the preparation of policy papers on monitoring and evaluation; 3. Recommends appropriate internal rules, strategies and procedures for improvement of office performance; and 4. Supports, presents and recommends for adoption results of the impact studies on selected and completed ENR programs and projects.

<p>6. Assists in the gathering of means of verification of project accomplishments and other data for M&E; and</p> <p>7. Has the knowledge in gathering reliable and accurate data.</p>	<p>4. Infers and provides sound feedbacks as basis for performance rewarding and development planning through field validation of accomplishments.</p>	<p>and activities;</p> <p>4. Reviews, analyses and provides significant inputs in finalizing the monitoring and evaluation design on required ENR programs and projects; and</p> <p>5. Conducts impact studies of selected and completed ENR programs and projects.</p>	
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RP3 - STATISTICAL ANALYSIS, DATA MANAGEMENT AND PRODUCTION OF KNOWLEDGE PRODUCTS

The ability to:

- collect, analyze, and interpret and disseminate quality and timely Environment and Natural Resources (ENR) statistical data/information/profile to internal and external customers;
- evaluate statistical method in obtaining data for accuracy, validity, reliability and applicability;
- establish and maintain database for statistical data information to support science-based and up-to-date planning (short, medium and long) and policy formulation and decision-making procedures; and
- adopt and implement the appropriate statistical tools and methodologies in the analysis, interpretation and presentation of ENR statistics.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of statistical analysis, data management and production of knowledge products	Conducts statistical analysis, data management and production of knowledge products	Leads the conduct of statistical analysis, data management and production of knowledge products	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of statistical analysis, data management and production of knowledge products
<ol style="list-style-type: none">1. Has knowledge on basic statistics (e.g. measures of central value; projection and forecasting, techniques);2. Entertains queries on ENR statistics from internal and external customers; and3. Updates and consolidates regional and field data and information necessary in the implementation of ENR programs/projects and activities.	<ol style="list-style-type: none">1. Acts timely on internal and external customers' ENR statistical concerns;2. Organizes ENR data/statistics and presents them in statistical tables, graphs, charts and statistical maps;3. Initiates and prepares completely the materials and documents related to statistical assessment workshops and meetings;4. Monitors and controls schedules on statistical procedures in the collection, processing, analysis and interpretation of ENR data;	<ol style="list-style-type: none">1. Identifies appropriate statistical program/project/activities to be undertaken in line with the Department's and regional priority thrusts aligned with the requirements of Philippine Statistical Development Program;2. Prepares project proposals on ENR related statistical activities for funding and implementation of project activities;3. Reviews and assesses integrated statistical development plans and programs submitted by the different divisions, PENROs and CENROs;4. Handles the preparation, packaging and	<ol style="list-style-type: none">1. Handles regional statistical activities and other statistical concerns of DENR;2. Establishes and maintains close linkages with the Philippine Statistics Authority and National Economic and Development Authority and other institutions on the statistical requirements;3. Initiates and recommends statistical learning and development activities to enhance/improve statistical knowledge and capability;4. Serves as Subject Matter Expert on ENR regional statistical concerns; and

	<p>5. Maintains and updates ENR statistical database using the appropriate statistical software as basis for monitoring and assessment of the submitted statistical report in accordance to the prescribed guidelines, reporting guidelines and integrating them in the regional database;</p> <p>6. Implements data entry and statistical analysis programs that is responsive to the needs of the DENR and other customers; and</p> <p>7. Identifies problem areas related to the field of statistics and recommends appropriate statistical tools in data collection, compilation and presentation.</p>	<p>dissemination of DENR statistical profiles and other statistical data needed for budget deliberation and reports to various customers;</p> <p>5. Prepares and monitors the plan for the conduct of the National Statistical Month;</p> <p>6. Reviews consolidated ENR statistical data and information and make categorical recommendations for publication;</p> <p>7. Guides and coach others on this competency; and</p> <p>8. Represents the office in the Regional Statistical Committee.</p>	<p>5. Provides coaching and mentoring on the strategies, techniques and methodologies on statistics.</p>
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RP4 - ORGANIZATION AND MANAGEMENT SYSTEMS IMPROVEMENT

The ability to formulate management policies, rules and regulations that will serve as guide to ensure the effective and economic use of funds and property; and prepare/update/design standard operating procedures, manuals, charts and forms to define the respective functions and activities of an organizational unit vis-à-vis agency's objectives



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of organization and management systems improvement activities	Conducts organization and management systems improvement activities	Leads the conduct of organization and management systems improvement activities	Prepares plans and programs and formulates policy recommendations for the conduct of organization and management systems improvement activities
<ol style="list-style-type: none">1. Possesses knowledge on management internal controls - financial and administrative matters;2. Knows the DENR systems and procedures, rules and regulations, and internal policies;3. Gathers data and information pertaining to the scope of study (e.g. legal bases, functions of offices/units) under study; and4. Prepares charts, graphs and process flow.	<ol style="list-style-type: none">1. Conducts studies and recommends plans or measures for effective internal organization, work flow, work simplification and etc.;2. Prepares/updates and improves management systems and reviews existing methods/SOPs, organizational/functional charts and other forms;3. Determines specific internal policy controls and the corresponding actions that are needed;4. Maintains and updates the Department's organization and other manuals;5. Prepares communication / memoranda / endorsement relative to financial and administrative matters;	<ol style="list-style-type: none">1. Formulates and evaluates plans or measures for effective internal organization, work flow and work simplification;2. Recommends improvement of the organizational policy controls/ installation of control devices on financial and administrative matters;3. Communicates the adopted or approved policies;4. Undertakes review of the management studies, updated SOPs, manuals, organizational and functional charts and other forms related to financial and administrative matters; and5. Reviews the developed procedure and strategies in compliance to recommendations as provided for per AOM and AAR issued by COA.	<ol style="list-style-type: none">1. Advises management on areas needing the installation/ modification of internal control devices and other related matters;2. Leads the conduct of researches and studies on organizational policies, rules and regulations, procedures, forms, work simplification and other related studies designed to come up with solutions to financial and administrative concerns;3. Plans and/or prioritizes areas that need formulation/ revision of financial and administrative policies and guidelines;4. Evaluates finished work for quality, consistency and conformity with internal and external policies; and5. Plans, organizes and monitors the implementation of overall function and

	<p>6. Establishes standards on the implementation of policy on financial and administrative concerns relative to laws, rules, regulations, guidelines, orders and circulars (e.g. DENR, OP, DBM, COA, CSC, etc.); and</p> <p>7. Develops procedures and strategies in compliance to the recommendations as provided for per audit observation Memorandum (AOM) and Annual Audit Report (AAR) issued by the Commission on Audit (COA).</p>		activities of the Division.
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RIS1 - STATISTICAL ANALYSIS, CONVERSION OF STATISTICAL DATA TO SPATIAL DATA AND CONVERSION TO KNOWLEDGE PRODUCTS

The ability to manage the Region-wide database of vital information concerning environment and natural resources (ENR) management and program activities, conversion to spatial data, and production of knowledge products.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of data management, conversion to spatial data, spatial analysis, and production of knowledge product	Analyzes spatial data, integrate statistical and spatial data for conversion to knowledge product	Leads the analysis of spatial data, integration of statistical and spatial data and conversion of the same to knowledge product	Formulates and recommends strategies, policies, guidelines, procedures and criteria on spatial analysis, integration of statistical and spatial data, and production of knowledge products
<ol style="list-style-type: none">1. Knows fundamentals of GIS application;2. Analyzes ENR data/statistics for conversion to spatial data;3. Updates and consolidates sectoral spatial data;4. Assists in the analysis and integration of spatial and statistical data;5. Prepares required materials/documents for assessment workshops and committee meetings related to conversion of statistical data to spatial data; and6. Assists in the preparation of guidelines/procedures for conversion of statistical data to spatial data and integration for production of knowledge products.	<ol style="list-style-type: none">1. Uses GIS software in the conversion of statistical data to spatial data;2. Analyzes and validates spatial data for integration and conversion to knowledge products;3. Maintains and updates ENR statistical spatial data using GIS software;4. Prepares guidelines/ procedures for conversion of statistical data to spatial data and integration for production of knowledge products; and5. Applies ENR laws, regulations and practices pertaining to statistical and spatial data and production of knowledge product.	<ol style="list-style-type: none">1. Identifies and prioritizes integration of statistical and spatial data in line with the Department's priority thrusts aligned with the requirements of Sustainable Development Goals;2. Prepares project proposals on integration of ENR statistical and spatial data for local and foreign funding and implement project activities;3. Reviews and assesses development plans and programs on integration of statistical and spatial data submitted by the Bureaus, Attached Agencies and Central Office;4. Reviews and assesses integrated spatial and statistical data for conversion to knowledge products;5. Reviews and recommends guidelines/	<ol style="list-style-type: none">1. Plans, organizes, monitors and leads spatial analysis, integration of statistical and spatial data, and production of knowledge products;2. Initiates and recommends learning and development activities/programs to enhance capabilities of SDRMD personnel; and3. Serves as resource person on spatial analysis, integration of statistical and spatial data and production of knowledge products.

		<p>procedures for integration of statistical and spatial data for conversion to knowledge products; and</p> <p>6. Trains others on data integration and conversion to knowledge products.</p>	
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RIS2 - SOFTWARE DEVELOPMENT

The ability to operate and utilize software developing tools.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Develops simple software programs	Develops medium-scale software programs	Leads and provides instructions to programmers and reviews results of program development	Validates and approves results of system implementation and maintenance
<ol style="list-style-type: none">1. Knows the basic principles in operating and utilizing software developing tools such as: .NET Framework, PHP and/or Java;2. Knows computer fundamentals and integration of application software and operating system such as SQL and Windows Server;3. Develops in-house software based on end-user's requirements with minimum supervision using software development tools such as .NET Framework, PHP and/or Java; and4. Performs information systems testing.	<ol style="list-style-type: none">1. Applies basic principles in operating and utilizing software developing tools such as: .NET Framework, PHP and/or Java;2. Develops in-house software based on end user's requirements efficiently and effectively;3. Maintains software library and periodically monitors memory management; and4. Troubleshoots software problems in the work areas and immediately takes corrective action.	<ol style="list-style-type: none">1. Demonstrates mastery in operating and utilizing software developing tools;2. Handles implementation and management of the systems/database including data collection, editing and verification; database security, availability, recoverability and optimum performance;3. Undertakes database management, backup, and revision control; and4. Serves as a subject matter expert in software development.	<ol style="list-style-type: none">1. Plans, directs, organizes and coordinate the overall activities on implementation, coordination and management of systems development projects.

RIS3 - NETWORK INFRASTRUCTURE MANAGEMENT



The ability to manage network infrastructure and security.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Undertakes basic network infrastructure troubleshooting and maintenance	Undertakes more complex network infrastructure troubleshooting and maintenance	Supervises the conduct of computer hardware/networking installation, troubleshooting and maintenance works	Plans, organizes and reviews the conduct of network architecture management, troubleshooting and maintenance works
<ul style="list-style-type: none"> 1. Knows the basic concepts computer hardware and configuration, network management and maintenance; 2. Assists in the maintenance and administration of both computer network and connected desktop/laptop computers; 3. Provide basic training to users in computer operations and responds to routine user questions; 4. Close out trouble tickets assigned and follow up to ensure user satisfaction; and 5. Assists in monitoring, troubleshooting and maintenance of servers, computers peripherals and network installation. 	<ul style="list-style-type: none"> 1. Applies knowledge of the different concepts of computer hardware and configuration, network management and maintenance; 2. Monitors, troubleshoots and maintains the condition of servers, computers and peripherals and network installation in work areas; 3. Monitors efficiently network performance and usage in every user's station; 4. Evaluates and tests vendor-supplied hardware/software packages to determine suitability to organization's needs and requirements; and 5. Assist in the design, development and maintenance of network system. 	<ul style="list-style-type: none"> 1. Designs, develop and maintains network (voice/data/video) system and recommend implementation based on existing hardware requirements of each account; 2. Installs and monitors the performance of the network system; 3. Secures the network infrastructure from external/internal risks; 4. Guides and teaches others in hardware installation, maintenance and networking; and 5. Assist in the design of comprehensive and integrated network architecture. 	<ul style="list-style-type: none"> 1. Designs and directs comprehensive, integrated network architectures, creates policies and procedures in conjunction with ICT groups, vendors and emerging technologies.

RIS4 - SYSTEMS ANALYSIS AND DESIGN



The ability to examine a business activity to help decide whether new information technology solutions will improve productivity.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Provides support to/ assists in system analysis, design, planning, implementation, and maintenance activities</p> <ol style="list-style-type: none"> 1. Knows the basic concepts of system analysis and design; 2. Prepares program and input/output specifications with some supervision; 3. Conducts preliminary investigation and requirements analysis; 4. Maintains documentation; and 5. Assists in the implementation and maintenance of computer application system. 	<p>Conducts activities covering system planning, analysis, design, implementation and maintenance</p> <ol style="list-style-type: none"> 1. Conducts preliminary/feasibility study on existing systems and procedures; 2. Defines all jobs, security and control procedures and back-up and recovery plans required within a system; 3. Analyzes, designs and implements information systems; 4. Documents whole project and modifications; 5. Prepares test data for individual programs and entire system; 6. Performs system testing and conducts periodic system reviews; 7. Works closely with developers and a variety of end users to ensures technical compatibility and user satisfaction; 8. Prepares request for proposal on 	<p>Leads the conduct of and reviews/ verifies results of system planning, analysis, design, implementation and maintenance</p> <ol style="list-style-type: none"> 1. Draws up specific proposals for modified or replacements systems and testing schedule for the complete system; 2. Presents proposals to clients and produces project feasibility reports; 3. Translates client's requirements into highly specified project briefs; 4. Identifies options for potential solutions and assesses them for both technical and business suitability; 5. Manages implementation of new information systems; 6. Liaises extensively with external or internal clients; 7. Prepares training plans for to users of a new system; 8. Draws up and prepares cost 	<p>Validates and approves results of system planning, analysis and design</p> <ol style="list-style-type: none"> 1. Sets standards, policies and procedures relating to computer information processing; 2. Conducts risk analysis, and information systems planning of organizational information systems; 3. Formulates staff development programs and conducts on-the-job training on systems analysis and design; and 4. Possesses skills in ICT project management.

	<p>outsource solutions; and</p> <p>9. Discusses existing business models and the flows of data in the business with those involved.</p>	<p>specifications for possible improvements and produces outline designs of new IT system for others to develop and build;</p> <p>9. Assesses proposed projects and reviews requests for additional data processing services and applies cost-benefit analysis methods to current and proposed projects; and</p> <p>10. Guides and teaches others in systems analysis design.</p>	
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RIS5 - WEB DEVELOPMENT



The ability to undertake web development, design, installation and maintenance.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Provides support to/ assists in web development, design, installation and maintenance activities</p> <ul style="list-style-type: none"> 1. Is familiar in basic concepts of web development, troubleshooting and maintenance; 2. Knows the complete life cycle methodology for web development: planning, analysis, design, implementation, promotion, and innovation; 3. Knows computer graphic designs; and 4. Monitors and updates DENR websites with supervision. 	<p>Conducts activities in web development, design, installation and maintenance activities</p> <ul style="list-style-type: none"> 1. Applies the complete life cycle methodology for web development: planning, analysis, design, implementation, promotion, and innovation; 2. Monitors effectively and efficiently DENR websites; and 3. Conceptualizes, designs and produces art and copy layouts for materials to be presented by visual communication media through web. 	<p>Leads the conduct of web development, design, installation and maintenance activities</p> <ul style="list-style-type: none"> 1. Performs web design and development, professional web applications and e-commerce solutions development for the organization; 2. Handles web project of any complexity and duration; 3. Enhances corporate website by designing templates for website features and prepare sketches or images, drawing samples or creates screen layout using Dreamweaver, PDF Adobe Reader, Swish, Flash (Advance), HTML (code) and Adobe Photoshop through web according to project needs; 4. Prepares codes for web page without digging through the source, debugs problems in webpages quickly, and experiment with Dream weaver without editing the actual page; 5. Conceptualizes and builds the DENR's 	<p>Validates and approves results of web development, design, installation and maintenance activities</p> <ul style="list-style-type: none"> 1. Develops/innovates policies and procedures regarding performance and maintenance of DENR website.

		<p>intranet through drafts, design revision, template-making; and by coordinating with point persons for corrections and updates to ensure a corporate-looking, informative and user-friendly interface;</p> <p>6. Acts as a resource person on web design, development and maintenance; and</p> <p>7. Guides and teaches others in web development.</p>	
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RIS6 - INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) RESOURCE MANAGEMENT

The ability to formulate, recommend and monitor the implementation of ICT and information management (IM) policies, strategies and standards



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Performs basic computer HW, SW and NW configuration and maintenance	Monitors and maintains the condition of HW, SW, NW and peripherals	Leads in planning, design, installation and maintenance of ICT resources; and leads support to ICT research and development	Plans, organizes and reviews ICT resources, projects and activities
<ol style="list-style-type: none">1. Knows the basic IT policies, standards and strategies for improved ICT management; and2. Reviews and evaluates proposals on ICT-related projects and programs of bureaus/regional offices.	<ol style="list-style-type: none">1. Conducts relevant research studies to improve the information and technology management of the Department;2. Rationalizes the procurement and distribution of ICT resources;3. Conducts computer literacy and ICT retooling programs; and4. Conducts ICT information campaign, promotion and advocacy.	<ol style="list-style-type: none">1. Reviews and evaluates proposals on ICT-related projects and programs of bureaus and regional offices;2. Coordinates the formulation, implementation, monitoring and evaluation of the Department-wide ICT master plan;3. Formulates and recommends human resource management strategy to acquire, develop, retool and retain ICT skills and capabilities;4. Monitors, evaluates and audits implementation of major ICT programs, projects and significant activities, in coordination with concerned offices; and5. Ensures the integration of information management in all operations of the Department towards the development of a culture that embraces ICT and IM within DENR.	<ol style="list-style-type: none">1. Sets standards, policies and procedures relating to ICT and IM;2. Conducts system audits to ensure compliance with latest ICT standards; and3. Conducts periodic review and promotes ICT policies and standards.



RIS7 - CYBER SECURITY AND INFORMATION SECURITY

The ability required to:

- mitigate information security threats and cybersecurity risks
- formulate plans and strategies to secure and protect cyber or digital infrastructure as well as compliance to Data Privacy Act



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Perform basic cybersecurity incident response	Perform complex cybersecurity incident response	Leads the conduct of regular network monitoring security testing, source code analysis, vulnerability and risk management	Develops well-structured process for handling and managing cybersecurity event
<ol style="list-style-type: none">1. Infers basic concept of cybersecurity and information security2. Handles simple cybersecurity and information system incident detected and reported	<ol style="list-style-type: none">1. Provides technical details and analysis of discovered vulnerabilities and criticality to systems owner2. Collects and analyzes data from publicly available sources and feeds regarding cyber threats and attacks3. Describes Data Privacy Act4. Conducts cybersecurity and information security awareness	<ol style="list-style-type: none">1. Leads the monitoring of system for possible network and system attacks and injects countermeasures and remedy.2. Examines and evaluates web and network assets to identify security deficiencies.3. Possesses proficient understanding on Data Privacy Act4. Designs and prepares cybersecurity and information security awareness plan	<ol style="list-style-type: none">1. Conducts thorough review of the Bureau's adherence to regulation guidelines set by DICT and other international standards on cybersecurity such as ISO 270001, 20000 and COBIT as well as on Data Privacy Act2. Develops plans and strategies on responding Cybersecurity attack3. Develops plans and strategies in compliance to Data Privacy Act



RFM1 - GENERAL ACCOUNTING

The ability to record classify and summarize agency's financial transactions; and interpret the results thereof through various reports and analysis which serves as a basic tool for management in making decisions toward achieving the agency's goals and objectives.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Records, classifies and summarizes DENR's financial transactions	Analyzes and interprets DENR's financial transactions	Reviews schedules, plans, work procedures and organizes processes in gathering financial information needed for the completion of the reports	Evaluates DENR's financial reports as well as accounting procedures and methods
<ol style="list-style-type: none">1. Processes disbursement vouchers, payrolls and other claims to verify accuracy, completeness and validity of claims;2. Records, classifies and summarizes financial transactions and events in accordance with generally accepted accounting principles;3. Prepares distribution for remittances to other concerned offices;4. Prepares subsidiary ledger and schedule of accounts per trial balance; and5. Applies a working knowledge of applicable laws and regulations.	<ol style="list-style-type: none">1. Evaluates and posts all transactions in the books per eNGAS accurately;2. Evaluates, verifies and analyzes account balances;3. Prepares schedule of accounts per trial balance;4. Maintains inter-agency accounts, reconciles and makes necessary adjustments;5. Prepares financial reports for financial analysis;6. Verifies documents/ reports for completeness in compliance with government and various oversight agencies;7. Uses accounting software applications as provided for under existing rules and regulations;	<ol style="list-style-type: none">1. Leads the review of schedules, plans, work procedures and organizes processes in gathering financial information needed for the completion of the reports;2. Administers the maintenance of eNGAS;3. Evaluates the compilation, preparation and presentation of annual financial reports;4. Designs, updates and maintains accounting reports on financial system and operations;5. Communicates with other government agencies and banking institutions regarding financial matters;6. Monitors and confirms the accomplishment of financial reports;	<ol style="list-style-type: none">1. Works with technical team of accounting systems in designing and implementing changes in the system and reports;2. Analyzes financial transactions/statements as inputs for management policy formulation and decision making;3. Evaluates accounting procedures and methods and recommends changes in internal procedures as needed;4. Communicates with other government agencies and banking institutions regarding financial matters; and5. Reviews the prepared compliance and justification on AOM, Notice of Suspension; Notice of Disallowance; Management Letter and AAR on financial matters.

	<p>8. Prepares bank reconciliation statements;</p> <p>9. Reconciles sub-ledgers to the general ledger and resolves differences;</p> <p>10. Adjusts reconciling items promptly;</p> <p>11. Consolidates Financial Reports of Regional Office and PENROs;</p> <p>12. Consolidates Report of Income, Disbursement Reports and PBB requirements of Regional Office and PENROs; and</p> <p>13. Transmits reviewed and signed consolidated financial accountability reports (FARs) to DBM thru online system.</p>	<p>7. Prepares compliance and justification on Audit Observation Memorandum (AOM), Notice of Suspension; Notice of Disallowance; Management Letter and Annual Audit Report (AAR) on financial matters.</p>	
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RFM2 - BUDGET PREPARATION



The ability to determine the financial requirement to implement programs and projects of the Department.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in budget preparation activities to determine the DENR's financial requirement	Prepares/consolidates the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations	Leads in the preparation/ consolidation of the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations	Facilitates the preparation/ consolidation of the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations
<p>1. Understands the guidelines and provides information on budgetary forms related to plans and programs of the agency; and</p> <p>2. Addresses basic questions/ clarifications regarding budget preparation guidelines and procedures to the concerned offices/ divisions.</p>	<p>1. Prepares Budget Proposals based on the formulated guidelines;</p> <p>2. Reviews and consolidates budget proposals submitted by offices/ divisions;</p> <p>3. Analyzes and consolidates the data contained in the budgetary forms;</p> <p>4. Conducts comparative analysis of current budget proposals vis-à-vis prior years' budget;</p> <p>5. Prepares and computes special budget request covering Special Accounts in General Funds –Integrated Protected Areas Funds (SAGF-IPAF)/Trusts; terminal leave benefits and other personnel benefits;</p> <p>6. Consolidates duly approved Budget Accountability reports for submission to DBM thru online systems.</p>	<p>1. Prepares budget proposals over and above the budget ceiling;</p> <p>2. Evaluates and justifies increase and/or decrease on the budget proposals vis-à-vis prior years' budget;</p> <p>3. Evaluates /refines justifications for budget proposals;</p> <p>4. Implements needed budget revisions; and</p> <p>5. Reviews Special Budget Request (SBR) covering SAGF-IPAF/Trusts; terminal leave benefits and other personnel benefits accurately.</p>	<p>1. Provides strategic directions, factors and considerations in the preparation of the budget plan in line with the major thrust of the Administration; and</p> <p>2. Facilitates the preparation of the budget proposals of the entire agency and other concerned offices / divisions.</p>

RFM3 - BUDGET ADMINISTRATION AND CONTROL



The ability to allocate government funds by program/project/activities. It presents the plan of the agency's financial operations for a period and through records and summaries, provides comparisons of actual operations with the predetermined plan/targets. It is a combination of planning and controlling the financial aspect of the agency's operations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the preparation of budget allocation of departments/divisions	Performs budget administration and control activities	Leads in the conduct of budget administration and control activities	Prepares plans and programs and formulates policy recommendations for budget administration and control activities of DENR's operations
<ul style="list-style-type: none"> 1. Prepares Work and Financial Plans based on the set guidelines; 2. Identifies budget allocations based on the Work and Financial Plans; and 3. Knows basic operations of the offices/projects handled as it relates to their budget allocations. 	<ul style="list-style-type: none"> 1. Checks claims for adherence to checklist/s on budgetary requirements and completeness of supporting documents promptly; 2. Identifies appropriate allotment charging of claims; 3. Gives advice to the office concerned relative to budgetary control; 4. Prepares obligation and balances based on allotment; 5. Reconciles monthly statement of allotment, obligation and balances with concerned office; 6. Prepares fund transfers to other operating units promptly; and 7. Prepares request for budget modification as needed by concerned 	<ul style="list-style-type: none"> 1. Evaluates and identifies cost efficiency of various units' budget utilization; 2. Applies and monitors budgetary impositions on the DENR's budget; 3. Communicates balances and charges with the offices/ projects handled regularly; 4. Evaluates the completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations; 5. Evaluates PSIPOP in coordination with Administrative Services (personnel unit); 6. Prepares Financial Report of Operations for submission to various agencies; 7. Evaluates the impact in the operations if 	<ul style="list-style-type: none"> 1. Evaluates financial performance with physical performance in accordance with the approved Work and Financial Plan; 2. Discusses with the counterpart comptroller of the office concerned regarding findings in the control system; 3. Evaluates statement of allotment, obligation and balances for decision making; 4. Assesses budgetary expenditures of the offices concerned; 5. Analyzes Summary of Financial Report of Operations for submission to various agencies; 6. Advises offices concerned on policies and procedures in the disbursement of allotment;

	office.	<p>overspending occurred and recommends possible interventions;</p> <p>8. Evaluates /analyzes and transmits to DENR Central Office requests for special budget; and</p> <p>9. Evaluates the necessity of allotment modification.</p>	<p>7. Evaluates and analyzes Financial Report of Operations related to cash utilizations and approved annual cash program for submission to various agencies;</p> <p>8. Monitors “performance” of the full time Delivery Units that will ensure implementation of programs and projects in accordance with the set timelines or targets and improve capacity to utilize budget; and</p> <p>9. Adopts the implementation of structural reforms (Public Financial Management) for a harmonized budget and accurate reporting, monitoring and evaluation of agency performance versus, plans and targets as basis for sound policy decision through:</p> <ul style="list-style-type: none"> • GAA as Release Document; • Unified Account Code Structure (UACS); • Integration of Performance-Informed Budget Structure in GAA; • Adoption of Philippine Public Sector Accounting Standards (PPSAS); and • PREXC – Program Expenditure Classification Approach
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RFM4 - ORGANIZATION AND MANAGEMENT SYSTEMS IMPROVEMENT

The ability to formulate management policies, rules and regulations that will serve as guide to ensure the effective and economic use of funds and property; and prepare/update/design standard operating procedures, manuals, charts and forms to define the respective functions and activities of an organizational unit vis-à-vis agency's objectives



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of organization and management systems improvement activities	Conducts organization and management systems improvement activities	Leads the conduct of organization and management systems improvement activities	Prepares plans and programs and formulates policy recommendations for the conduct of organization and management systems improvement activities
<ol style="list-style-type: none">1. Possesses knowledge on management internal controls - financial and administrative matters;2. Knows the DENR systems and procedures, rules and regulations, and internal policies;3. Gathers data and information pertaining to the scope of study (e.g. legal bases, functions of offices/units) under study; and4. Prepares charts, graphs and process flow.	<ol style="list-style-type: none">1. Conducts studies and recommends plans or measures for effective internal organization, work flow, work simplification and etc.;2. Prepares/updates and improves management systems and reviews existing methods/SOPs, organizational/functional charts and other forms;3. Determines specific internal policy controls and the corresponding actions that are needed;4. Maintains and updates the Department's organization and other manuals;5. Prepares communication / memoranda / endorsement relative to financial and administrative matters;	<ol style="list-style-type: none">1. Formulates and evaluates plans or measures for effective internal organization, work flow and work simplification;2. Recommends improvement of the organizational policy controls/ installation of control devices on financial and administrative matters;3. Communicates the adopted or approved policies;4. Undertakes review of the management studies, updated SOPs, manuals, organizational and functional charts and other forms related to financial and administrative matters; and5. Reviews the developed procedure and strategies in compliance to recommendations as provided for per AOM and AAR issued by COA	<ol style="list-style-type: none">1. Advises management on areas needing the installation/ modification of internal control devices and other related matters;2. Leads the conduct of researches and studies on organizational policies, rules and regulations, procedures, forms, work simplification and other related studies designed to come up with solutions to financial and administrative concerns;3. Plans and/or prioritizes areas that need formulation/ revision of financial and administrative policies and guidelines;4. Evaluates finished work for quality, consistency and conformity with internal and external policies; and5. Plans, organizes and monitors the implementation of overall function and

	<p>6. Establishes standards on the implementation of policy on financial and administrative concerns relative to laws, rules, regulations, guidelines, orders and circulars (e.g. DENR, OP, DBM, COA, CSC, etc.); and</p> <p>7. Develops procedures and strategies in compliance to the recommendations as provided for per audit observation Memorandum (AOM) and Annual Audit Report (AAR) issued by the Commission on Audit (COA).</p>	<p>6. Serves as a resource person on this competency.</p>	activities of the Division.
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RFM5 - CASH MANAGEMENT



The ability to ensure proper safekeeping, receipt and disbursement of money. It includes counting of cash and keeping of financial records of cash transactions for accounting and auditing purposes



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the discharge of cash management activities	Performs cash management activities	Leads in the discharge of cash management activities	Prepares plans and programs and formulates recommendations on cash management
<ul style="list-style-type: none"> 1. Collects payments from employees and other creditors, and prepares daily collection reports; 2. Releases and issues cheques/ADA to employees, suppliers and creditors, and prepares daily disbursement reports; 3. Facilitates routing of checks/ADA to signatories for all transactions; 4. Records and maintains cash and check/ADA registry book; and 5. Prepares the monthly accountability forms and submit the same to COA. 	<ul style="list-style-type: none"> 1. Prepares, processes and ensures accuracy and propriety of checks for issuance; 2. Answers suppliers' and employees' queries and follow-ups regarding checks/ADA; 3. Releases final pay checks/ADA; 4. Maintains and records cash control; 5. Posts and indexes all office's payments; 6. Maintains cash on hand ledger and petty cash and other cash advances; and 7. Evaluates the monthly report of accountability for submission to COA. 	<ul style="list-style-type: none"> 1. Issues official receipts upon collection; 2. Prepares monthly collection report; 3. Records and maintains cash registry book from all types of collection; 4. Reviews collection and disbursement report; 5. Handles cash advances and petty cash fund; 6. Prepares liquidation report accurately as per approved cycle time; and 7. Records and maintains cash registry book from all types of collection. 	<ul style="list-style-type: none"> 1. Monitors, reviews and assesses monthly collection and disbursement reports and recommends, if needed, appropriate actions; 2. Transacts with banks re agency accounts; and 3. Proposes recommendations to improve cash management activities.



RLA1 - SKILLS IN LEGAL RESEARCH

The ability to research legal precedents, evaluate facts and prepare legal documents. It includes the conduct of research to support a decision or legal proceeding, to formulate a defense, or to initiate legal action in connection with ENR legal issues and concerns.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Possesses foundational knowledge of ENR Laws, issuances, rules and regulations and legal information sources	Undertakes legal research activities and applies foundational knowledge of ENR Laws, issuances, rules and regulations, jurisprudence and legal information sources	Sees through/leads the delivery of legal research activities	Formulates policy recommendations to enhance legal research
1. Gathers, compiles and collates materials and data needed in the conduct of legal research on ENR issues; 2. Differentiates between ENR laws, issuances, rules and regulations, jurisprudence and legal information sources, and recognizes how their use and importance vary depending upon the legal problem or issue; 3. Recognizes differences in the applicability of authority among ENR laws, issuances, rules and regulations, jurisprudence, and other legal sources and applies that knowledge to the legal research; 4. Identifies, analyzes and articulates the precise legal issues that need to be researched; and 5. Uses citation of sources to respect	1. Applies the foundational knowledge of ENR laws, issuances, rules and regulations, jurisprudence, and legal information sources in resolving legal issues/conflicts; 2. Evaluates and articulates the precise legal issues and determines and assesses their effects and applications on the operations of ENR issuances; 3. Prepares draft opinions, decisions, and/or recommendations on ENR legal issues; 4. Uses research results to craft or support arguments that resolve novel legal issues when appropriate; 5. Organizes and integrates contents, quotations, or forms, and para-phrases in a manner that support the argument, brief, analysis, or resolution of ENR legal issues;	1. Sees through and reviews the conduct of studies and researches on legal matters affecting the DENR and brought before the office; 2. Monitors progress and results of legal research; 3. Reviews, evaluates draft opinions, orders, resolutions, decisions and recommendations using legal research results affecting ENR cases and/or legal issues; and 4. Understands and articulates the factors that determine the ethics and legality of information used in conformity with existing laws, rules and regulations and jurisprudence.	1. Determines inadequacies in existing policies and recommends plans and programs to enhance processes and procedures in resolving legal issues/conflicts; and 2. Formulates policies and procedures for efficient legal research.

<p>authors' intellectual property rights and accurately indicates where the words and ideas of others have been used.</p>	<ol style="list-style-type: none"> <li data-bbox="601 103 1635 238">6. Chooses an appropriate communication format and style for the resolution of ENR issues for its maximal persuasive effect, when appropriate; and <li data-bbox="601 262 1635 425">7. Analyzes research results using prior knowledge and experience on the topic in particular, as well as one's general knowledge of legal principles. 	
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RLA2 - MANAGEMENT AND DISPOSITION OF ENR CASES AND OTHER LEGAL CONCERNS

The ability to manage and dispose/resolve ENR cases and other legal concerns brought before the office.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Evaluates legal documents for the management and disposition of ENR cases and other legal concerns	Undertakes management and disposition of ENR cases and other legal concerns and prepares draft resolutions/orders/ decisions	Sees through/leads the management and disposition of ENR cases and other legal concerns	Prepares plans and programs and recommends policies on management and disposition of ENR cases and other legal concerns
<ol style="list-style-type: none">1. Initiates the identification of courses of action on documents received;2. Has working knowledge of basic laws, legal procedures, rules and regulations and allied laws for clear determination of possible legal courses of action;3. Knows the basic rules of procedure required in the disposition of cases;4. Conducts investigation and ocular inspection for the disposition of ENR cases; and5. Knows basic legal writing for the preparation of appropriate legal documents in relation to the disposition of ENR cases.	<ol style="list-style-type: none">1. Determines the legal remedy/ appropriate action to take on ENR cases and other related legal concerns;2. Examines the documents necessary in resolving <i>motu propriocases</i> and in defending/prosecuting ENR cases before regular courts;3. Analyzes facts to identify any existing or potential legal or other issues and applies the law to the facts of the matter in an appropriate and defensible way to resolve the case;4. Handles, monitors, analyzes and reports status of ENR cases and advises the management on possible legal solutions or actions;5. Implements expeditious disposition of ENR cases or other legal concerns;6. Investigates ENR cases on protests,	<ol style="list-style-type: none">1. Sees through, handles, monitors, and reports all ENR cases / concerns and advises management on possible legal solutions/ actions;2. Reviews and evaluates all legal actions/ documentations requested by different stakeholders in relation to ENR operations;3. Sees through the expeditious and judicious disposition of ENR cases and other legal concerns;4. Determines and recommends further actions needed in the expeditious and judicious disposition of ENR cases and other legal concerns;5. Reviews and assesses draft resolutions/legal action on ENR cases and other legal concerns;6. Acts to resolve the problem, issue, or	<ol style="list-style-type: none">1. Instructs, organizes and brings together efforts for the management and disposition of ENR cases and other legal actions;2. Formulates and implements strategies needed in the expeditious and judicious management/disposition of ENR cases;3. Serves as resource persons on this competency; and4. Recommends plans and programs to enhance policies in the management and disposition of ENR cases and other legal concerns.

	<p>claims and conflicts involving disposition, utilization and development of natural resources and the environment;</p> <p>7. Prepares, drafts investigation reports, decisions, and other legal documents for the resolution of ENR cases and other legal concerns disposing of the legal issues using appropriate, logical and legal precedents; and</p> <p>8. Possesses advance legal writing skills and prepares appropriate legal documents in relation to the disposition of ENR cases.</p>	<p>case on time, and in accordance with the management's instructions and the lawyer's plan of action; and</p> <p>7. Sees through the investigation and drafting of resolution on all cases before the Regional Office.</p>	
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RLA3 - LITIGATION

The ability and expertise required to handle cases before the regular courts and quasi-judicial bodies.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in handling cases before the regular courts and quasi-judicial bodies	Handles cases before the regular courts and quasi-judicial bodies	Leads the handling of cases before the regular courts and quasi-judicial bodies	Plans and organizes the handling of cases before the regular courts and quasi-judicial bodies
<ol style="list-style-type: none">1. Gathers, validates and determines the authenticity of data and/or ascertain facts of case and other concerns including interviews with parties and witnesses;2. Arranges documentary evidence orderly and efficiently;3. Identifies and analyzes relevant facts, issues, arguments, and defenses, relative to cases filed before regular courts and quasi-judicial bodies; and4. Prepares pleadings and other legal documents in accordance with the court or tribunal's procedures.	<ol style="list-style-type: none">1. Examines the weight of the documents and evidence to be presented in the prosecution and/or defense of the case before regular courts or quasi-judicial bodies;2. Initiates and develops viable theories of the case and strategies for the expeditious prosecution and / or defense of the case before regular courts or quasi-judicial bodies;3. Acts as legal counsel (OSG-deputized) for the Office and/or concerned officials in trials or hearings before regular courts and quasi-judicial bodies; and4. Recommends filing/prosecution of ENR cases in the proper Courts or administrative bodies.	<ol style="list-style-type: none">1. Appears as lead counsel and participates in court cases in behalf of the DENR and coordinates with the OSG for proper deputation in civil cases and secures authority from the DOJ in the prosecution of criminal cases before regular courts;2. Sees through the preparation of pleadings and assists the OSG or DOJ, as the case may be;3. Reviews prepared pleadings and other legal documents required by the regular courts and quasi-judicial bodies;4. Endorses and utilizes the viable theory of the case and oversees the strategy for the expeditious prosecution and / or defense of the case before regular courts or quasi-judicial bodies; and5. Identifies advantages and disadvantages of pursuing each option or legal strategy, including costs and time factor.	<ol style="list-style-type: none">1. Sees through the prosecution/ defense of cases until termination;2. Establishes the strategy in the expeditious prosecution and/or defense of the case before regular courts or quasi-judicial bodies; and3. Develops a plan that implements the Office's/ Management's preferred legal option and assigns responsibilities for action.



RLA4 - LEGAL COUNSELING AND ALTERNATE DISPUTE RESOLUTION (ADR)

The ability and expertise to provide legal advice and appropriate legal remedies/actions necessary to assist the different units/offices and conduct ADR under the DENR concerning legal matters/problems.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in legal counseling and in the conduct of ADR	Undertakes legal counseling and ADR	Leads the legal counseling and ADR	Prepares plans to implement and enhance policies on legal counseling and ADR
<ol style="list-style-type: none">1. Possesses knowledge of ENR laws and issuances related to ADR;2. Assists in determining and recommending legal remedies to take on a given case or situation involving ADR and legal issues;3. Assists in providing legal counseling, ADR to different stakeholder; and4. Assists in the review of contracts/ MOA and other legal instruments entered into by the DENR.	<ol style="list-style-type: none">1. Applies the knowledge of laws, legal procedures, rules and regulations and allied laws in the implementation of ADR in the Department;2. Conducts, uses and practices ADR in resolving claims and conflicts as mandated by the Arbitration Law in the disposition, utilization and development of natural resources and environment;3. Identifies the strategies and tactics to be used in ADR and discusses them and clarifies the scope of authority with the stakeholders;4. Documents the ADR process and any resolution as required by law or good practice, and explains it to the parties or stakeholders in a way the clientele can easily understand; and5. Reviews contracts/ MOA/ and other legal instruments entered into by the DENR.	<ol style="list-style-type: none">1. Carries out ADR effectively having regard to the strategies and tactics adopted, the stakeholder's goals and objectives, the circumstances of the case and good practices in the resolution of ENR conflicting claims; and2. Renders advice regarding legal issues and problems affecting the day-to-day operations of the DENR or situations involving ADR and other legal issues.	<ol style="list-style-type: none">1. Recommends implementation of regular legal counseling and mainstreaming of ADR procedures and remedies.



RLA5 - INVESTIGATION AND DISPOSITION OF ADMINISTRATIVE COMPLAINTS

The ability and expertise in the investigation and disposition of administrative complaints.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the investigation and disposition of administrative complaints	Conducts investigation and disposition of administrative complaints	Leads the conduct of investigation and disposition of administrative complaints	Prepares plans and programs and formulates or enhances policies on investigation and disposition of administrative complaints
<ol style="list-style-type: none">1. Has knowledge of the Civil Service, laws, rules and regulations and other allied laws;2. Has knowledge of administrative proceedings and assists in the conduct of the investigation;3. Understands the legislation, policy and standards that are relevant to an administrative investigation; and4. Examines the complaints referred to it by competent heads, official bodies or individuals concerning violations or neglect in the performance of duties, and investigates those that are serious as a result of the examination.	<ol style="list-style-type: none">1. Ensures observance of the basic rights of employees and management in the conduct of the administrative hearings;2. Acts as Prosecutor in determining the administrative liability of employees with formal charges; and3. Ensures observance of the due process of law, policies and procedures during administrative hearings.10.	<ol style="list-style-type: none">1. Plans and organizes proper documentation/evidence during the conduct of hearing of administrative cases;2. Acts as Hearing Officer and issues Interlocutory Orders and rulings during the conduct of administrative hearings;3. Guides personnel in the proper handling and disposition of administrative cases; and4. Drafts decisions/resolutions and investigation reports pertinent to administrative cases.	<ol style="list-style-type: none">1. Reviews draft decisions in administrative case;2. Initiates, reviews and recommends policies and procedures in handling administrative cases;3. Serves as a resource person to improve or update understanding in the conduct of administrative investigation;4. Recommends the appeal of disciplinary decisions when legal grounds exist;5. Recommends policies and programs to promote compliance to civil service laws, rules and regulations and other related laws; and6. Implements a system to avoid potential conflicts of interest in the resolution/disposition of administrative cases.



RS1 - LEGAL NOTE TAKING

The ability to take down legal notes during the conduct of legal proceedings.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Acts as support staff in the conduct of legal proceedings	Assists in the conduct of legal proceedings	Leads in the documentation during the conduct of legal proceedings	Prepares plans and programs and formulates or enhances policies on proper documentation during the conduct of legal proceedings
<ol style="list-style-type: none">1. Takes down notes during hearings; and2. Transcribes notes after hearing.	<ol style="list-style-type: none">1. Prepares necessary documents prior to the conduct of legal proceedings;2. Maintains confidential information disclosed during the conduct of legal proceedings; and3. Catalogs and files official legal notes of the legal proceeding according to established standards.	<ol style="list-style-type: none">1. Reviews the documents prepared for the proceedings;2. Researches / verifies case citations; and3. Guides personnel in the proper note taking during the conduct of legal proceedings.	<ol style="list-style-type: none">1. Reviews and notes accuracy of recordings taken during the legal proceedings; and2. Serves as resource person on this competency.



RS2 - LEGAL RECORDS MANAGEMENT

The ability to:

- effectively maintain an updated and orderly filing system to facilitate retrieval and ensure that confidential and/or personal files and records are properly secured and maintained; and
- maintain/implement record schedule of disposal.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in records management activities	Implements records management activities	Leads the implementation of records management activities	Prepares plans and programs and formulates or enhances policies on records management
<ol style="list-style-type: none">1. Understands the DENR Legal recording system;2. Assists in filing and record keeping of ENR case carpetas, reports, memos and other communications for easy reference;3. Knows the basic procedure of records maintenance, retention and disposal;4. Sets- up subject files in accordance with terms, processes and subject used in the organization;5. Sorts/classifies information according to importance;6. Classifies records, and indexes documents of appealed, administrative and other ENR cases; and7. Maintains systematic recording/	<ol style="list-style-type: none">1. Proposes improvement on records keeping to eliminate unnecessary storage and to save on space;2. Takes into consideration the flow of work and places materials/equipment based on frequency of use;3. Decides proper storage layout/classification;4. Maintains record of compliance of each service/division to the Record Plan for retention/disposal of records; and5. Maintains an electronic file of records/documents received.	<ol style="list-style-type: none">1. Decides which information should be filed/kept or not and determines which are confidential in nature;2. Sets – up a coded filing system for the executive's office and retrieves these records without difficulty using the coded system;3. Prepares summary of proceedings for transmittal to higher tribunal or other quasi-judicial agencies; and4. Prepares compliance required by judicial courts.	<ol style="list-style-type: none">1. Establishes and maintains an active continuing program for the management, preservation and disposition of records and confidential information as well as to end paper build – up;2. Serves as a resource person on this competency; and3. Prepare and maintain case records in accordance with the process of the investigation and disposition of ENR cases and administrative cases and in other tribunals.

safekeeping of records and ENR laws and issuances.			
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RS3 - COMPUTERIZED RECORDS MANAGEMENT

The ability required to:

- systematically handle documents and communication and track its flow;
- maintain filing system for reference and easy retrieval;
- undertake efficient transmittal of directives, policies, regulations for the guidance or compliance;
- arrange archival materials for retention and its eventual disposition.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in computerized records management activities	Implements computerized records management activities	Supervises/leads the implementation of computerized records management activities	Prepares plans and programs and formulates or enhances policies on computerized records management
<ol style="list-style-type: none">1. Has basic knowledge on the various phases of records management;2. Understands the system of receiving documents using Document Action Tracking System (DATS) and the Legal Management Information System;3. Is familiar with types of documents pertaining to the office and its officers;4. Understands the system of accepting processed documents using DATS and LMIS; and5. Encodes sorted documents according to priority using DATS and webmail.	<ol style="list-style-type: none">1. Determines the classification of documents where it should be filed and where to be routed;2. Migrates records using various media to save on space;3. Tracks documents using the DATS and LIMS;4. Retrieves documents using the existing classification scheme and the “tracking number” assigned by DATS; and5. Safeguards documents to avoid losses and preserve their integrity.	<ol style="list-style-type: none">1. Identifies classification of documents based on DENR policies and applicable Legal Affairs Service processes/ rules;2. Determines the authenticity of records/documents as may be required by superior;3. Implements record management processes for the executive/office; and4. Organizes data creation and effective records maintenance activities.	<ol style="list-style-type: none">1. Plans, organizes and monitors the records management function of the entire DENR Legal Information Management System;2. Maintains a continuing program for the management, preservation of records;3. Recommends retention period of documents/records based on applicable policies;4. Prepares plans and programs for the improvement of office’s records management; and5. Validates information into databases.



RS4 - CLERICAL/SECRETARIAL/EXECUTIVE ASSISTANCE SKILLS

The ability required to:

- effectively convey and receive the intended message, observing and practicing proper business etiquette and office decorum. It also includes the knowledge and ability to operate various office equipment;
- gather, disseminate and safe keep information and other confidential data and organize information into specific need and purpose. It includes monitoring and coordinating with other units/offices and agencies programs and activities for specific end-users and purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in discharging complete staff work	Implements complete staff work	Guides others in complete staff work	Ensures proper implementation of complete staff work
<ol style="list-style-type: none">1. Receives, collates and consolidates similar/related documents/records;2. Gathers data and other information required in relation to his /her duties and assignments;3. Assists in arranging meetings, investigations and other proceedings;4. Creates, maintains and enters information into databases;5. Operates office equipment;6. Maintains scheduling and events calendar;7. Knows and demonstrates telephone and other communication skills; and8. Assists in filing and record keeping	<ol style="list-style-type: none">1. Drafts routine business correspondence, PPMP, WFP, Interlocutory Orders for review of superior;2. Assists in meetings and prepares minutes of the meeting, investigation and other proceedings;3. Discusses other concerns with superior;4. Prepares travel documents, liquidation of staff and superiors; and5. Prepares and assists in report and case presentation using appropriate software.	<ol style="list-style-type: none">1. Keeps track of complex, deferred and referred activities with the use of some system e.g., calendar/holding filing method;2. Composes all types of business correspondence (letters, memos, fax, and email) for review of the superior;3. Sends and disseminates routine correspondence and notices of investigation and other proceedings; and4. Establishes linkages with other units, institutions and relevant government agencies on mutual issues and concerns of the superior.	<ol style="list-style-type: none">1. Establishes and enforces policies and procedures for managing data and information;2. Designs and integrates data and process flow to facilitate inter-office coordination;3. Creates a system within the unit that supports the systematic transmission of correspondence;4. Obtains decision maker approval; and5. Sees to it that communication procedures are observed.

communications as per ISO standards and 5S.			
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RAS1 - PROCUREMENT MANAGEMENT

The ability to procure goods and services needed by the Department in accordance with existing laws, rules and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of procurement activities	Implements procurement activities	Leads in the conduct of procurement activities	Prepares policies and programs related to procurement management activities
<ol style="list-style-type: none">1. Understands/knows the provisions of RA 9184 (Procurement Law) and e-procurement (PhilGEPS);2. Consolidates unit's Project Procurement Management Plan (PPMP) with supervision;3. Provides timely secretariat services to the Bids and Awards Committee (BAC);4. Prepares minutes of BAC meeting and resolutions promptly;5. Prepares and reviews purchase requisitions as to completeness of supporting documents;6. Canvasses/requests quotations from suppliers diligently;7. Posts bid opportunities in PhilGEPS and agency website accurately;8. Prepares timely purchase order in	<ol style="list-style-type: none">1. Prepares request for quotations/abstract quotations accurately;2. Reviews thoroughly documents in BAC meetings;3. Prepares Bidding documents accurately;4. Evaluates bidder's credentials based on existing standards;5. Prepares notice of award and notice to proceed promptly;6. Prepares contract of services such as janitorial/ security services accurately;7. Posts awards and contract documents in the PhilGEPS and agency website accurately;8. Undertakes product cost analysis to establish cost estimates;	<ol style="list-style-type: none">1. Evaluates and determines that procurement/purchases made are in accordance with the approved APP;2. Provides inputs in BAC Meetings; arranges meetings with stakeholders;3. Conducts cost/price analysis and applies accounting and auditing rules and regulations on procurement;4. Evaluates submitted PPMP coming from the various units/ section/divisions as to conformance with existing standards and policies;5. Guides subordinates in the application of principles, methods and procedures in procurement of goods and services under RA 9184 (Procurement Law) and e-procurement (PhilGEPS);6. Identifies trends and developments in procurement management and recommends enhancement of current	<ol style="list-style-type: none">1. Formulates and champions strategies and policies on procurement management related activities;2. Plans and implements cost cutting and internal control measures on the general principles and standards of procurement management;3. Reviews supplier's performance and drives for continuous improvement;4. Monitors implementation of programs and projects on procurement as part of asset management and recommends appropriate action based on the inventory reports submitted; and5. Establishes a comprehensive system of procurement management for the DENR.

<p>accordance with existing rules and policies;</p> <p>9. Transacts and purchases supplies from the DBM Procurement Service;</p> <p>10. Conducts physical count of inventory items accurately; and</p> <p>11. Receives and issues supplies promptly.</p>	<p>9. Generates and evaluates data on various aspects of procurement management;</p> <p>10. Prepares APP from consolidating PPMPs diligently;</p> <p>11. Prepares procurement monitoring reports regularly; and</p> <p>12. Prepares report on supplies materials issued promptly.</p>	<p>procedures, processes and policies;</p> <p>7. Evaluates supplier's performance based on existing policies and/or industry standards; and</p> <p>8. Recommends/proposes to end-user ways to reduce cost (i.e. alternative vendor/products) and obtain better quality and services.</p>	
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RAS2 - PROPERTY MANAGEMENT (PROPERTY INVENTORY AND DISPOSAL MANAGEMENT)

The ability to account, manage, secure, and timely dispose government property in accordance with existing policy, rules and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of property management activities	Conducts property warehousing, storage and inventory of the property, plant and equipment of the office	Conducts property inventory management and property disposal management activities	Prepares policies and programs related to property management activities
<ol style="list-style-type: none">1. Accepts and counterchecks deliveries of supplies/ materials/ equipment thoroughly;2. Prepares receiving report and updates inventory monitoring system promptly;3. Stocks and stores goods based on warehousing principles;4. Issues goods as per request by end users promptly;5. Updates monitoring tools diligently;6. Implements physical inventory and cycle count regularly under supervision; and7. Understands and implements various measures to ensure inventory accuracy and eliminate pilferage.	<ol style="list-style-type: none">1. Implements the following storage activities accurately to ensure adherence to procedures, processes and policies in the performance of activities on property management:<ul style="list-style-type: none">• receiving – the actual receiving of goods and counter checking against delivery receipts in accordance with specification;• storing – the safekeeping of goods and updating warehousing records;• issuance– the withdrawal of goods from warehouse and updating its record; and• physical inventory taking – the checking of actual inventory versus records2. Performs inventory reconciliation accurately; and3. Prepares and analyzes storage reports and provides necessary recommendation.	<ol style="list-style-type: none">1. Prepares an inventory variance analysis and identifies root causes of inventory variances;2. Makes use of storage reports and triggers improvements in terms of inventory turns and inventory level;3. Conducts property inventory and disposal;4. Computes cost of depreciation of property;5. Recommends materials/ equipment for disposal; and6. Processes documents necessary for disposal of properties.	<ol style="list-style-type: none">1. Formulates and champions strategies and policies on property management;2. Develops and reviews existing storage procedures to eliminate variances;3. Formulates policies and procedures on property inventory and disposal management;4. Recommends new programs on how storage processes can be improved, e.g. use of software, etc.;5. Implements all necessary measures to ensure accuracy of inventory report; and6. Reviews inventory turns performance and drives for continuous improvement.



RAS3 - RECORDS MANAGEMENT

The ability to:

- effectively maintain an updated and orderly filing system to facilitate retrieval & ensure that confidential and/or personal files and records are properly secured and maintained; and
- implement and maintain record schedule of disposal.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in records management activities	Implements records management activities	Leads the implementation of records management activities	Prepares plans and programs and formulates or enhances policies on records management
<ol style="list-style-type: none">Understands the DENR recording system;Knows the DAO 2016- 29 re FOI;Maintains systematic filing and safekeeping of records of the department for easy reference and retrieval;Understands the basic procedure of records maintenance and disposal in accordance with the records retention and disposition schedule;Observes/ Follows the Functional Subject-Alphabetic Classification System (FSACS) in filing of records;Conducts regular inventory of records for proper retention and disposition; andObserves the proper use and recycling of paper.	<ol style="list-style-type: none">Proposes improvement on records keeping to eliminate unnecessary storage and to save on space;Designs the flow of work and places materials/ equipment based on frequency of use;Decides proper storage layout/classification;Maintains record of compliance of each service/division to the Record Plan for retention/disposal of records;Maintains an electronic file of records/documents received; andSafeguards the records to avoid losses and to preserve their integrity.	<ol style="list-style-type: none">Reviews the classification of documents and determines what should be filed/kept or not and which are confidential in nature;Designs a Records Management Information System for easy and fast retrieval of documents;Recommends disposition of records in accordance with the RDIS (Records Disposal Information System) and existing laws, rules and regulations;Secures the records from physical damage, external data breaches and internal theft and fraud; andRepresents the Department in the presentation of documents required by the courts and other bodies.	<ol style="list-style-type: none">Establishes and maintains an active continuing program for the management, preservation and disposition of records and confidential information as well as to end paper build – up;Serves as a resource person on this competency;Reviews and updates the policy on RDIS;Drafts policies and guidelines on the maintenance and disposition of records and documents.

RAS4 - COMPUTERIZED RECORDS MANAGEMENT



The ability to:

- systematically handle documents and communication and track its flow;
- maintain filing system for reference and easy retrieval;
- undertake efficient transmittal of directives, policies, regulations for the guidance or compliance; and
- arrange archival materials for retention and its eventual disposition.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in computerized records management activities	Implements computerized records management activities	Leads the implementation of computerized records management activities	Prepares plans and programs and formulates or enhances policies on computerized records management
<ol style="list-style-type: none"> 1. Knows the phases of records management; 2. Understands and adopts the Document Action Tracking System (DATS) in receiving and releasing of documents; 3. Knows the different types of documents in the Department and the organizational structure of the Department, including its regional offices and attached agencies, as well as the key officials in the Department; 4. Understands and adopts the system of releasing documents thru Records Management Information System (RMIS); and 5. Uploads issuances and send thru webmail promptly. 	<ol style="list-style-type: none"> 1. Maintains electronic database of records diligently and backs up electronic data regularly; 2. Migrates records using various media to save on space and for security purposes; 3. Tracks documents using the DATS and RMIS accurately; 4. Retrieves documents using the existing classification scheme and the “tracking number” assigned by DATS and RMIS; and 5. Safeguards records to avoid losses and preserve their integrity. 	<ol style="list-style-type: none"> 1. Identifies classification of documents based on DENR policies and applicable rules (e.g. DAO 97-24); 2. Determines the authenticity of records/documents as may be required. 	<ol style="list-style-type: none"> 1. Plans, organizes and monitors the records management function of the entire DENR; 2. Maintains a continuing program for the management, preservation and eventual disposition of records; 3. Recommends retention period of documents/ records based on applicable policies; and 4. Recommends policy revisions on Records Retention and Disposition Schedule (RDIS) for e-files.



RAS5 - COURIER, POSTAL AND MESSENGERIAL SERVICES

The ability to speedily dispatch, pick up and deliver official documents to the postal office, private couriers, government and private offices, and individuals



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Performs routine courier, postal and messengerial services	Performs more complex courier, postal and messengerial services	Leads the conduct of courier, postal and messengerial services	Oversees the conduct of courier, postal and messengerial services
<ol style="list-style-type: none"> 1. Knows how to read road map, both manual and electronic; 2. Knows how to operate a metered machine; 3. Is aware of the price changes in stamps; 4. Knows how to read the weighing scale and compute appropriate mailing charges; 5. Sorts and records materials and documents to be delivered systematically; and 6. Delivers routine documents and materials promptly. 	<ol style="list-style-type: none"> 1. Maintains accurate records sent thru courier, postal office or messenger, including the costs for postage and courier services; and 2. Adopts a systematic schedule and efficient way of delivery taking into consideration the urgency of the document. 	<ol style="list-style-type: none"> 1. Responds proactively to circumstances arising from delivery problems; 2. Responds promptly to queries/complaints/ problems on status of documents with tact and diplomacy; and 3. Maintains a mailing list with proper addresses, telephone and fax numbers, and directions. 	<ol style="list-style-type: none"> 1. Provides options to act on critical messengerial requirements; and 2. Demonstrates considerable expertise on this competency.



RAS6 - CLERICAL/SECRETARIAL/EXECUTIVE ASSISTANCE SKILLS

The ability required to:

- convey and receive the intended message while observing and practicing proper business etiquette and office decorum;
- operate various office equipment;
- gather, disseminate and safe keep information and other confidential data and organize information into specific need and purpose; and
- monitor and arrange with other units/offices and agencies programs and activities for specific end-users and purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Undertakes routine clerical and secretarial functions.	Undertakes clerical, secretarial and executive assistant functions.	Undertakes complex secretarial and executive assistant functions	Ensures the proper conduct of clerical, secretarial and executive assistant functions in the office of the executive
<ol style="list-style-type: none">1. Screens, classifies, prioritizes and reviews all incoming documents for action/signature of official concerned;2. Gathers data and other information required by the official concerned in relation to his /her duties and assignments;3. Assists in arranging meetings;4. Creates, maintains and enters information into databases;5. Operates office equipment such as fax/scanner/copying machines;6. Maintains scheduling and events calendar;7. Knows and demonstrates telephone and other communication skills (i.e.	<ol style="list-style-type: none">1. Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes;2. Drafts routine business correspondence for review of superior;3. Assists in meetings and prepares minutes of the meeting;4. Reviews, verifies and maintains information into databases;5. Researches the details in resolving issues, analyzes findings, prioritizes and categorizes alternatives; and6. Implements record management processes for the executive/office.	<ol style="list-style-type: none">1. Keeps track of complex, deferred and referred activities with the use of some system e.g., calendar/holding filing method;2. Composes all types of business correspondence (letters, memos, fax, and email) for review of the executive;3. Sends and disseminates routine correspondence in the absence of the executive;4. Establishes linkages with other institutions and relevant government agencies on mutual issues and concerns of the executive/s;5. Recommends alternatives on solving a problem based on well researched and analyzed data; and	<ol style="list-style-type: none">1. Establishes and enforces policies and procedures for managing data and information as a resource and information office;2. Designs and integrates data and process flow to facilitate inter-office coordination;3. Creates a system within the unit that supports the systematic transmission of correspondence;4. Obtains decision maker approval;5. Strictly observes communication procedures;6. Prepares plans and programs for the improvement of office's records management;

<p>clarifying, providing feedback); and</p> <p>8. Assists in filing and record keeping of reports, memos and other communications as per ISO standards and principles of 5S.</p>		<p>6. Maintains the effective implementation of records management process.</p>	<p>7. Validates information into databases; and</p> <p>8. Prepares / reviews presentations for superiors.</p>
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RAS7 - BUILDING MAINTENANCE SYSTEM ADMINISTRATION

The ability to design, develop and implement an effective system of maintenance of DENR buildings and other facilities.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Performs basic maintenance activities of buildings and other facilities.	Performs complex maintenance activities of buildings and other facilities	Monitors implementation of maintenance activities for buildings and other facilities	Prepares plans and programs and formulates or enhances policies on building maintenance
<ol style="list-style-type: none">1. Has basic knowledge on the proper care and maintenance of office building and its premises, equipment, furniture and fixtures;2. Attends to employees call, complaints, concerns and documents on account of service request forms;3. Ensures cleanliness of office premises by regularly monitoring quality of provision of housekeeping services;4. Prepares vouchers for payment of office utility bills; and5. Prepares cost estimates of materials needed and maintenance cost.	<ol style="list-style-type: none">1. Maintains and updates the inventory of real property, buildings and other facilities, including statistics and information on land and floor areas, and other relevant information;2. Monitors water and electricity consumption to ensure that cost reduction measures are observed;3. Identifies and determines maintenance and improvement requirements of structures, equipment and facilities within the office; and4. Inspects building equipment, facilities and surrounding areas and determines and notes maintenance work needed.	<ol style="list-style-type: none">1. Monitors the status of equipment being maintained by the unit/office and implements preventive maintenance of each;2. Trains others and identifies training needs to reinforce technical competencies of colleagues;3. Implements programs and schedule of maintenance work; and4. Reviews and assesses works of maintenance service providers.	<ol style="list-style-type: none">1. Initiates and recommends programs and schedule of maintenance operations of office equipment, building fixture and utilities, such as changing of electric lights and other maintenance and housekeeping tasks;2. Conducts periodic reviews and pushes for continuous / continual improvement; and3. Prepares periodic report on the regular maintenance works undertaken.



RAS8 - REPAIR AND FABRICATION

The ability to:

- repair damaged portion of the buildings including equipment, electrical, plumbing and air-conditioning; and
- fabricate furniture and fixtures.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Performs minor repairs of equipment, electrical works, plumbing and air conditioning and simple fabrication of equipment, furniture and fixtures.</p> <p>1. Has the basic knowledge and ability to repair and fabricate damaged portion of the buildings, including furniture and fixtures, based on the following fields:</p> <ul style="list-style-type: none">• electrical works;• welding;• plumbing;• air-conditioning;• painting;• masonry; and• carpentry <p>2. Is familiar with the use of basic tools and equipment for their respective work; and</p> <p>3. Estimates dimensions, specifications and other proportions of the project and selects the materials to be used.</p>	<p>Performs more complex repairs and fabrication of damaged portion of buildings, furniture and fixtures.</p> <p>1. Performs installation, repair and fabrication of furniture, fixtures, electrical equipment, masonry structures, commissioning of plumbing and sanitary equipment and facilities;</p> <p>2. Has the knowledge and ability to use special tools, mechanical and/or electrical equipment (power tools);</p> <p>3. Maintains/updates regular records of electrical and mechanical equipment; and</p> <p>4. Identifies repair, maintenance and improvement requirements of structures, equipment and facilities within the office.</p>	<p>Organizes the simple and complex repair of buildings, equipment, electrical works, plumbing and air conditioning and fabrication of equipment, furniture and fixtures</p> <p>1. Reads, interprets and implements electrical, architectural, sanitary and structural designs, sketches, diagrams and blue/white prints;</p> <p>2. Inspects building equipment, facilities and surrounding areas and determines/assesses the extent of repair work needed;</p> <p>3. Trains colleagues and identifies training needs to reinforce section's technical competencies;</p> <p>4. Plans, assigns and directs workload among colleagues with respect to their fields of expertise;</p> <p>5. Inspects equipment, facilities and facilities after repair to ensure high quality of work; and</p> <p>6. Reviews and consolidates comments,</p>	<p>Plans for the repair of damaged portion of the buildings including equipment, electrical, plumbing and air conditioning and fabrication of furniture and fixtures</p> <p>1. Has the expertise in installation, repair and fabrication on the following fields:</p> <ul style="list-style-type: none">• electrical works;• welding;• plumbing;• air-conditioning;• painting;• masonry; and• carpentry <p>2. Conceptualizes designs and prepares estimates and Bill of Materials on various projects;</p> <p>3. Recommends improvements, modifications and schedules of works; and</p> <p>4. Has familiarity on the provisions of the Building Code of the Philippines.</p>

		suggestions and recommendations from clients.	
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RAS9 - DRIVING

The ability to operate motor vehicles of the Regional Office and perform minor maintenance work on them



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Conveys passengers from point of origin to destination and provides support/assistance in processing of administrative actions</p>	<p>Schedules trips and provides the safest, fastest and most economical route</p>	<p>Inspects and monitors status of conveyance, fuel consumption, registration and insurance</p>	<p>Prepares plans, implement programs and reviews motor pool services, including parking and traffic administration</p>
<ol style="list-style-type: none">1. Cites and follows traffic rules and regulations, as well as the policies on the use of motor vehicles of the Department, i.e. issuance of trip tickets, purchase of fuel, etc.;2. Performs pre and post driving checks on vehicle, tools and equipment, and properly maintains cleanliness of the motor vehicles;3. Recall the routes and geographical location of the assigned area and destination of passengers;4. Demonstrate proper decorum with passengers and practices defensive driving strategies; and5. Checks attendance of passenger/s and delivers office files/documents.	<ol style="list-style-type: none">1. Performs pre and post driving checks on motor vehicles as well as the physical, emotional and mental condition of drivers;2. Recalls the names and geographical locations of cities and towns within and outside Metro Manila;3. Schedules and assigns drivers according to their familiarity of the area/destination as well as to their ability in the type of vehicle to be dispatched;4. Reminds drivers on proper decorum and all standard operating procedures in driving;5. Monitors unsafe practices of drivers and calls their attention; and6. Monitors involvement of drivers in traffic accidents.	<ol style="list-style-type: none">1. Evaluates, monitors and assesses the performance of drivers and recommends training to drivers for improvement of technical skills and attitude towards their work;2. Monitors, records and evaluates fuel consumption, distance travelled and fuel efficiency of motor vehicles;3. Schedules the timely renewal of motor vehicle insurances and registration;4. Monitors parking area for safety and cleanliness;5. Monitors conditions of all vehicles and refers those needing repair to the immediate supervisor; and6. Follows the normal procedure and documentation needed in case of accidents.	<ol style="list-style-type: none">1. Formulates recommendations on improving motor pool operations, including parking and traffic administration;2. Adapts measures to improve operational efficiency and dependability of the service;3. Maintains an inventory of all motor vehicles, including type of vehicle, specification, date of purchase, and other relevant information;4. Evaluates and recommends purchase or rental of additional vehicles, taking into consideration its applicability, intended use, cost and quality;5. Recommends for disposal vehicles no longer economical to repair and maintain and submits same to Management; and

			6. Prepares periodic report on the regular maintenance works undertaken.
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RAS10 - VEHICLE REPAIR AND MAINTENANCE



The ability needed to perform repairs and maintenance work on all DENR motor vehicles.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Performs minor repairs and maintenance work on motor vehicles.</p>	<p>Performs more complex repair and maintenance activity on motor vehicles.</p>	<p>Leads in the implementation of transport repairs and maintenance services activities</p>	<p>Leads in the delivery of repairs and maintenance work on motor vehicles.</p>
<ol style="list-style-type: none"> 1. Has the basic knowledge and ability to troubleshoot and maintain Motor Vehicles, on each of the following fields: <ul style="list-style-type: none"> • Auto-Electrical; • Auto-Mechanical; and • Auto-Air-conditioning 2. Has the knowledge on the use of basic mechanical/electronic tools; 3. Inspects and assesses the condition of motor vehicle, and identify worn-out or near-fail parts; and 4. Estimates specifications and scope of work for repair. 	<ol style="list-style-type: none"> 1. Has the basic knowledge and ability to maintain, troubleshoot and repair electrical, mechanical and air-conditioning units of Motor Vehicles; 2. Uses special tools and equipment for faster completion of work; 3. Cleans disassembled sub-units properly without supervision; 4. Performs preliminary checks/tests on sub-units before final installation; and 5. Performs preventive maintenance work on vehicles according to predetermined schedules. 	<ol style="list-style-type: none"> 1. Performs preventive maintenance work on vehicles according to predetermined schedules; and 2. Inspects and test-drives vehicles after repair or maintenance to ensure high quality of work. 	<ol style="list-style-type: none"> 1. Recommends improvements, modifications and schedules of works.

RAS11 - MOTOR POOL SERVICES MANAGEMENT

The ability to design, develop and implement an effective system of fleet management, including dispatch, ticketing, registration, parking and traffic administration.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Conveys passengers from point of origin to destination and provides support/assistance in processing of administrative actions</p> <ul style="list-style-type: none"> 1. Cites and follows traffic rules and regulations, as well as the policies on the use of motor vehicles of the Department, i.e. issuance of trip tickets, purchase of fuel, etc.; 2. Performs pre and post driving checks on vehicle, tools and equipment, and properly maintains cleanliness of the motor vehicles; 3. Recall the routes and geographical location of the assigned area and destination of passengers; 4. Demonstrate proper decorum with passengers and practices defensive driving strategies; 5. Follow-up payments of repair/s and maintenance of vehicle; 6. Tracks payments (i.e. vouchers and PRs for repairs and maintenance) and safe keeping of related documents; 	<p>Schedules trips and provides the safest, fastest and most economical route</p> <ul style="list-style-type: none"> 1. Performs pre and post driving checks on motor vehicles as well as the physical, emotional and mental condition of drivers; 2. Recalls the names and geographical locations of cities and towns within and outside Metro Manila; 3. Schedules and assigns drivers according to their familiarity of the area/destination as well as to their ability in the type of vehicle to be dispatched; 4. Reminds drivers on proper decorum and all standard operating procedures in driving; 5. Monitors unsafe practices of drivers and calls their attention; and 6. Monitors involvement of drivers in traffic accidents. 	<p>Inspects and monitors status of conveyance, fuel consumption, registration and insurance</p> <ul style="list-style-type: none"> 1. Evaluates, monitors and assesses the performance of drivers and recommends training to drivers for improvement of technical skills and attitude towards their work; 2. Monitors, records and evaluates fuel consumption, distance travelled and fuel efficiency of motor vehicles; 3. Schedules the timely renewal of motor vehicle insurances and registration; 4. Monitors parking area for safety and cleanliness; 5. Monitors conditions of all vehicles and refers those needing repair to the immediate supervisor; and 6. Follows the normal procedure and documentation needed in case of accidents. 	<p>Prepares plans, implement programs and reviews motor pool services, including parking and traffic administration</p> <ul style="list-style-type: none"> 1. Formulates recommendations on improving motor pool operations, including parking and traffic administration; 2. Adapts measures to improve operational efficiency and dependability of the service; 3. Maintains an inventory of all motor vehicles, including type of vehicle, specification, date of purchase, and other relevant information; 4. Evaluates and recommends purchase or rental of additional vehicles, taking into consideration its applicability, intended use, cost and quality; 5. Recommends for disposal vehicles no longer economical to repair and maintain and submits same to Management; and 6. Prepares periodic report on the regular

7. Checks attendance of passenger/s; and			
8. Delivers office files/documents			maintenance works undertaken.

RHR1 - RECRUITMENT, SELECTION AND PLACEMENT

The ability to recruit and promote qualified candidates pursuant to existing CSC rules and regulations and the DENR Merit Selection and Promotion Plan (MSPP).



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the recruitment, selection and placement processes	Implements recruitment, selection and placement processes	Leads the recruitment, selection and placement processes in the DENR	Plans programs and recommends policies on recruitment, selection and placement
<ol style="list-style-type: none"> 1. Knows the recruitment process classification of applicants, qualification standards, assessment methodologies; 2. Knows how to determine the completeness of the applicant's documents; 3. Knows the procedure in screening applicants for the preparation of matrix; 4. Knows how to collate applicants' documents; 5. Conducts initial evaluation of applicant's documents based on job specifications; 6. Prepares the matrix of applicants for evaluation by the DENR Selection and Promotion Board (SPB); 7. Administers job knowledge assessment tools to applicants; 8. Documents and prepares minutes of 	<ol style="list-style-type: none"> 1. Prepares job knowledge assessment tools, in coordination with the end-users; 2. Processes appointments and other documents in the placement of personnel; 3. Reviews and evaluates credentials/ qualifications of the applicants, employees and officials for possible employment or promotion/ advancement; 4. Analyzes and computes ratings of applicants given by the PSB; 5. Prepares short list of qualified applicants for final selection of Head of Office; 6. Prepares the needed information / data of all applicants for promotion to be used by the members of the Personnel Selection Board; and 	<ol style="list-style-type: none"> 1. Initiates improvement in the DENR's recruitment, selection and promotion processes based on the merit and fitness principle; 2. Assists the Board in the review and evaluation of documents of all qualified applicants for employment/promotion; 3. Designs and conducts employee orientation for newly hired employees; and 4. Interprets provisions of the DENR MSPP and CSC rules on appointment/ placement. 	<ol style="list-style-type: none"> 1. Provides key strategic advice and/or participates in decisions regarding recruitment, selection and placement of key management and technical people; 2. Designs an organization-wide recruitment, selection and placement system in accordance with pertinent DENR laws, rules and regulations; 3. Recommends improvement in the MSPP, system of ranking positions and other systems and procedures in implementing personnel actions; and 4. Evaluates existing personnel selection processes/policies and recommends amendments/changes thereto which shall include criteria in the selection and other related policies on personnel.

<p>meetings of the SPB; and</p> <p>9. Knows the DENR MSPP and relevant CSC rules on appointment.</p>	<p>7. Identifies policies applicable to specific appointment / placement actions.</p>	
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RHR2 - COMPENSATION, BENEFITS AND WELFARE ADMINISTRATION

The ability to administer compensation, benefits and welfare programs and systems in accordance with existing statutory (e.g. DBM, CSC, GSIS, PAGIBIG, PHILHEALTH) and DENR laws, rules and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in compensation, benefits and welfare administration	Implements compensation, benefits and welfare administration policies	Leads the implementation of compensation, benefits and welfare administration	Plans and programs and formulates or enhance policies on compensation, benefits and welfare administration
<ol style="list-style-type: none">Knows the national government's compensation policies as per Salary Standardization Law;Knows the government salary/wage schedule;Knows the different policies and other issuances of other concerned agencies like CSC, GSIS, PAG-IBIG, DBM, COA, PhilHealth, on employees' compensation and benefits, including step increment and salary adjustment;Knows the statutory and DENR benefits program and its implementing guidelines;Knows how to process leave applications including computation of earned leave credits;Communicates the requirements for personnel benefits;	<ol style="list-style-type: none">Prepares and processes payroll, wages, RATA, terminal leave claims, monetization, and other benefits;Computes salary adjustments and step increments;Deals with different government agencies/ partners such as GSIS, PAG-IBIG, PHILHEALTH, and other institutions on loan applications, loan payments, and premium payments of personnel, etc.;Facilitates the implementation of compensation decisions: salary increases/ adjustments and pay-out;Prepares, generates, validates and maintains compensation information and other related documents / statistics needed for management decision; andIdentifies gaps and areas for	<ol style="list-style-type: none">Recommends for approval the availment of benefits according to prescribed policies, rules and regulations;Provides the needed administrative and technical support as secretariat to PRAISE, PMT and other personnel committees;Conducts specific studies and assists in developing or enhancing compensation programs and practices to achieve better effectiveness & efficiency in program delivery e.g., job analysis and job evaluation;Communicates the philosophy, rationale, concept and guidelines governing the DENR's rewards and recognition mechanisms;Interprets benefits policies and defines implementing guidelines for exceptional cases;	<ol style="list-style-type: none">Reviews and develops an employee monitoring system focusing on employee's performance and conduct pursuant to RA 6713;Conducts study on employee behavior; renders opinion/position paper on the queries pertaining to salary/ wages/benefits claims; andEstablishes an employee assistance program that will help identify issues and concerns that affect employee performance and productivity.

<p>7. Evaluates requirements and other supporting documents; and</p> <p>8. Prepares reports on attendance of personnel relative to compensation.</p>	<p>improvement in the existing compensation programs and practices.</p>	<p>6. Introduces improvements that will enhance and improve the delivery and effectiveness of the DENR's benefits and welfare program; and</p> <p>7. Possesses technical capability to conduct benefits studies (needs assessment, financial assessment, program design).</p>	
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RHR3 - PROCESSING OF PERSONNEL ACTIONS



The ability to apply DENR, CSC, DBM, COA and CESB laws, rules and regulations in the preparation of various personnel actions.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Provides support/assists in processing of personnel actions	Implements applicable DENR, CSC, DBM and CESB laws, rules and regulations in the processing of personnel actions	Leads in the processing of personnel actions	Plans and programs and formulates or enhance policies in the processing of personnel actions
<ul style="list-style-type: none"> 1. Knows the pertinent provisions of the DENR, CSC, DBM, COA and CESB laws, rules and regulations in the preparation of various personnel actions; 2. Knows how to prepare the necessary documentation of personnel actions; and 3. Knows the systematic filing system/safe keeping of personnel records. 	<ul style="list-style-type: none"> 1. Applies appropriate DENR, CSC/ CESB, DBM principles, practices and policies in preparing actions on appointments, promotions, transfers, resignations, separations, reinstatements and other personnel actions; 2. Maintains complete and updated personnel records of all officials and employees; and 3. Prepares, maintains and updates plantilla accurately. 	<ul style="list-style-type: none"> 1. Communicates the implementing rules and regulations of DENR, COA, CSC, DBM and other issuances on personnel actions; 2. Prepares report of statistics on manpower strengths; 3. Creates and maintains database for all employees; 4. Prepares a report on personnel actions to the CSC; 5. Evaluates and recommends actions on personnel movement; and 6. Provides advice to various units/offices on qualifications for recruitment, promotions and examinations and other personnel administration aspects. 	<ul style="list-style-type: none"> 1. Recommends policies and guidelines relative to qualification standards for appointments, position classification, personnel research, job audit, human resource surveys, etc.; 2. Plans, organizes and monitors the preparation and updating of plantilla; 3. Advises officials on personnel matters including those of contested appointments; 4. Facilitates and evaluates effectiveness of existing programs and recommends improvement to meet changing needs in human resources management; and 5. Reviews implementation of the DENR's Strategic Performance Management System (SPMS) and its continued review and enhancement.

RHR4 - GRIEVANCE HANDLING



The ability to handle and address the employee's grievance and to assist the grievance committees in handling employees' conflicts.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Assists in grievance handling and administrative discipline activities/cases</p> <p>1. Understands the procedures in applying the grievance machinery program in the Department;</p> <p>2. Knows the pertinent provisions of RA 6713, Revised Rules on Administrative Cases in the Civil Service, and other related CSC issuances; and</p> <p>3. Assists in resolving personnel issues and concerns such as complaints/grievances of employees on personnel matters such as policies/ procedures on appointment, promotion, tenure, transfer, reassignment, separation and other personnel actions.</p>	<p>Implements grievance handling guidelines in resolving administrative cases</p> <p>1. Applies knowledge of CSC/ CESB, DBM principles, practices and policies;</p> <p>2. Monitors consistency in implementing DENR/CSC policies and guidelines on recruitment, compensation, performance management, and other personnel matters;</p> <p>3. Conducts preliminary assessment of personnel issues; and</p> <p>4. Recommends possible actions/ strategies/solutions to be taken by the Management.</p>	<p>Leads the successful implementation of grievance handling guidelines and the administrative disciplinary process</p> <p>1. Monitors and interprets CSC/CESB and DBM rules, laws and regulations; and provides management with advice on the best way to operate under these conditions;</p> <p>2. Facilitates/leads in resolving personnel issues i.e., grievance dialogues; and</p> <p>3. Develops and implements personnel programs/decisions to promote harmonious long-term relations between employees and management.</p>	<p>Prepares plans and programs and formulates or enhances policies on grievance handling</p> <p>1. Institutionalizes grievance machinery to help build a good management-employee relation and to resolve issues and concerns immediately; and</p> <p>2. Recommends improvement in grievance procedures and other personnel related issues in the DENR.</p>



RHR5 - PERFORMANCE MANAGEMENT

The ability to administer performance, incentives and awards programs and systems in accordance with existing statutory (e.g., DBM, CSC) and DENR laws, rules and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Provides support/assists in performance, incentives and awards systems administration	Implements performance, incentives and awards policies	Leads the implementation of performance, incentives and awards policies	Plans and programs and formulates or enhance policies on performance, incentives and awards administration
<ol style="list-style-type: none">1. Knows the national government's policies on performance, incentives and awards; and2. Safely keeps individual performance and commitment review (IPCR) forms and maintains database and or master list.	<ol style="list-style-type: none">1. Implements national government policies on Performance, Incentives and Awards;2. Evaluates the IPCR forms submitted by employees;3. Collaborates with the HRS Division in terms of the grant of the incentives and awards; and4. Prepares necessary documents i.e. Certificate of Performance Ratings as needed for the grant of incentives and awards and as requirement for personnel actions.	<ol style="list-style-type: none">1. Endorses incentives and awards recipients and the IPCRs to the PRAISE, PMT and other related committees;2. Provides the needed administrative and technical support as secretariat to PRAISE, PMT and other related committees;3. Conducts specific studies and assists in developing or enhancing the policies on performance management, incentives and awards;4. Interprets effectively and communicates the philosophy, rationale, concept and guidelines governing the DENR's rewards and recognition mechanisms; and5. Introduces improvements that will enhance and improve the delivery and effectiveness of the DENR's performance management, incentives and awards program.	<ol style="list-style-type: none">1. Reviews and develops an employee monitoring system focusing on employee's performance and conduct pursuant to R.A 6713;2. Conducts study on employee behavior; renders opinion/position paper on the queries pertaining to salary/ wages/benefits claims; and3. Establishes an Employee Assistance Program that will help identify issues and concerns that affect employee performance and productivity.



RHR6 - LEARNING NEEDS ASSESSMENT (LNA)

The ability to:

- conduct LNA studies to identify the learning needs (gap between desired and actual job performance that results from the lack of appropriate knowledge, skills and attitudes of individuals in various positions in the organization that can be addressed by training;
- identify and recommend learning and development interventions based on the LNA.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of LNA activities	Implements LNA activities	Supervises the conduct of LNA activities	Plans, organizes and reviews conduct of LNA activities
<ol style="list-style-type: none">1. Knows the rationale for conducting LNA and the need to align it with the DENR's vision/mission/ core values and goals;2. Identifies/outlines the steps in the LNA process;3. Knows the different methods/techniques of LNA;4. Knows the various data sources for organizational, groups and individual learning needs; and5. Identifies the task requirements of a job and KSA required for successful job performance.	<ol style="list-style-type: none">1. Determines appropriateness of each LNA method by assessing the advantages and disadvantages of each e.g. problem-solving approach, task or competency-based;2. Designs LNA instruments;3. Administers LNA instruments;4. Validates LNA data thru interviews, focus group discussion and observation;5. Communicates with the unit heads on their specific learning needs;6. Identifies capability needs that can be addressed through learning and other HRD interventions; and7. Prepares LNA report.	<ol style="list-style-type: none">1. Performs gap analysis by identifying discrepancies, pinpointing their causes and then comparing actual with desired performance;2. Analyzes LNA data and other organizational documents and responds to immediate performance gaps by identifying the causes related to lack of knowledge, skills and attitude; and3. Identifies and recommends learning and development interventions to address capability needs/gaps for a particular job or role.	<ol style="list-style-type: none">1. Presents LNA reports to management and recommends HRD policies and training priorities as a result of the LNA study;2. Anticipates potential problems from recommendation/s and plans for contingent actions; and3. Serves/acts as a resource person on the subject.

RHR7 - PREPARATION OF LEARNING DESIGN



The ability to craft and formulate a program or activity design to suit the organization's requirements.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the preparation of learning design	Prepares the learning design	Leads the preparation of learning design	Plans, organizes and reviews learning design
<ul style="list-style-type: none"> 1. Knows the basic concepts, phases and steps in learning design and development; 2. Knows the development thrust, trends and needs of the Department and their impact on the design of the learning program; 3. Knows the relevance of the vision, mission and program thrust on the learning design; 4. Gathers information regarding a topic/session to fit desired outcome; 5. Prepares schedule of activities that will effectively address the participants' needs; and 6. Formulates learning objectives based from LNA result. 	<ul style="list-style-type: none"> 1. Identifies approaches or instructional delivery methods as well as the materials needed to facilitate learning; 2. Prepares test items for measuring the level of knowledge gained; 3. Develops presentation materials based on end-user requirements; 4. Communicates with the stakeholders (internal and external) of the program to ensure attainment of program goals/objectives; 5. Prepares learning and development plans in line with program framework; 6. Prepares learning design based on the learning and development plan; and 7. Prepares session guides by choosing and sequencing topics and content. 	<ul style="list-style-type: none"> 1. Conceptualizes the adult learning process to be able to monitor the flow of learning in the actual conduct of learning; 2. Matches resource persons' qualifications with the learning program requirements and Department's standards on accreditation of learning service providers; 3. Provides technical assistance in the preparation of learning design and development; and 4. Presents/justifies the learning design to top management/end-users. 	<ul style="list-style-type: none"> 1. Initiates new trends and developments on subject matter/field; 2. Recommends approaches and strategies to implement learning program successfully; 3. Introduces ways on how to minimize program cost, e.g. cost sharing, networking, etc.; and 4. Advocates learning program at the system-wide level.

RHR8 - LEARNING EVENT MANAGEMENT



The ability to successfully manage a learning event during all its phases from planning to implementation and post-implementation.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of learning program management activities	Implements learning program management activities	Leads in the conduct of learning program management activities	Plans, organizes and reviews learning program management activities
<ul style="list-style-type: none"> 1. Knows the role of the learning event team as to training coordinator, administrative coordinator, facilitator, evaluator and documenter; 2. Knows the process of conducting a learning event; 3. Knows the logistical requirements in conducting a learning event; 4. Knows how to operate and to take care of basic audio-visual equipment; 5. Prepares a learning event checklist; and 6. Knows how to coordinate venue arrangements effectively. 	<ul style="list-style-type: none"> 1. Administers and explains pre/post evaluation questionnaires; 2. Prepares basic communication such as invitation letters, confirmation of learners and subject matter experts, office order, etc.; 3. Documents the highlights of learning event; 4. Develops operational plans, e.g. schedules, budget, participants and subject matter experts' directory, etc. in managing a learning event; 5. Responds successfully to crisis situations and unforeseen challenges during learning events; 6. Conducts post-learning evaluation; and 7. Conducts critiquing of the day's session among the members of the learning event management team. 	<ul style="list-style-type: none"> 1. Implements contingency plans to address critical situations during a learning event; 2. Employs the process documentation technique; 3. Prepares post-learning completion report; 4. Leads others in the successful management of a learning event; 5. Monitors the overall conduct and management of a learning event by organizing and utilizing the resources wisely; and 6. Ensures, promotes and participates in effective problem-solving endeavors. 	<ul style="list-style-type: none"> 1. Introduces innovations and techniques in learning program management; 2. Formulates and recommends learning standards and policies for implementing learning programs; and 3. Strategically plans contingencies and recommends accordingly.

RHR9 - LEARNING EVENT FACILITATION

The ability to facilitate learnings through exchange of information and ideas in an interactive session designed to meet defined objectives. It includes the ability to effectively use platform skills when presenting to an audience.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in facilitating learning events	Facilitates meetings, trainings seminars and small workshops	Facilitates symposium, conferences, focus group discussions and structured learning activities	Reviews and evaluates learning event facilitation activities
<ul style="list-style-type: none"> 1. Knows the key skills of a facilitator: use of non-verbal behavior, listening actively, paraphrasing content and feelings, summarizing, observing group behavior, questioning effectively, expressing ideas and feelings, directing group thought and feelings, and evoking new approaches or insights; 2. Knows the different facilitation techniques and learning methodology and what is appropriate for a particular type of learning; 3. Understands facilitation skills and its uses; 4. Knows how to use time management techniques in the conduct of training; and 5. Encourages active participation to elicit ideas/opinions regarding a topic/session to fit desired outcome. 	<ul style="list-style-type: none"> 1. Facilitates workshop, training and other similar activities by observing the principles of adult learning; 2. Demonstrates effective key facilitation and presentation skills; 3. Guides an individual, group or team using facilitation techniques in meeting desired result or outcome; 4. Initiates discussion and directs group thought and feelings; and 5. Drives consensus and team ownership of decisions. 	<ul style="list-style-type: none"> 1. Facilitates symposium and conferences; 2. Moderates focus group discussions; 3. Facilitates conduct of SLEs (structured learning experiences) using the 4As in learning (activity, analysis, abstraction and application) to prepare the learning environment and to serve as priming for the topic; 4. Recaps, integrates learnings from different topics/modules based on learning objectives; 5. Provides linking/bridging statements to and from one session to the other; 6. Integrates with the program objective the issues and concerns arising from interactions/ discussions; 7. Synthesizes ideas in discussions to meet the desired outcome/group outputs; 	<ul style="list-style-type: none"> 1. Reviews and evaluates facilitation methods in the learning events and recommends areas for improvement; 2. Reviews and evaluates facilitation skills of facilitators to ensure that they are responsive to the objectives of the learning event and at par with current trends and standards; and 3. Trains and mentor others to equip them with facilitating skills.

		8. Guides the activity flow and proceedings in a group activity for consensus building and sound decision making in crafting a recommendation/ strategy.	
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RHR10 - NETWORK AND LINKAGING WITH HR PARTNERS

The ability to establish and utilize networking with external partners, provide technical assistance in building stakeholders/partners on capacity building and activities and capabilities in ENR management, develop proposals for possible external funding for HR activities, and serve as resource center for tools and materials on HR practices and training equipment.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Communicates and coordinates with stakeholders/partners	Maintains partnership and networks to deliver and enhance work outcomes	Leads in the conduct of networking and linkaging activities	Builds and then leverages on international partnerships and networks to deliver or enhance work outcomes
<ol style="list-style-type: none">1. Has basic knowledge on linkaging and networking;2. Prepares invitations to <i>CESOs</i>, <i>CSEEs</i>, 3rd and non-3rd level officials to participate in trainings and activities conducted by partner institutions;3. Prepares invitations for rank-and-file employees to attend trainings and activities conducted by partner institutions; and4. Knows how to maintain and update database of partner institutions.	<ol style="list-style-type: none">1. Provides information, guidance and assistance on the processes and requirements;2. Arranges with partner institutions on course offerings; and3. Knows how to create and maintain a social media network.	<ol style="list-style-type: none">1. Utilizes his/her or office's network to seek and gain access to information and support from various sources to support the agency's objectives;2. Broadens network of relationships to promote the image of DENR;3. Evaluates the conduct of HR linkaging and networking activities;4. Identifies competencies and learning needs of external participants; and5. Prescribes specific learning intervention and programs offered by partner institutions.	<ol style="list-style-type: none">1. Identifies, develops and leverages relationships with a diverse group of people across sectors, culture and race;2. Accepts and conforms to national protocol, etiquette and procedures;3. Seeks opportunities for collaboration with local partners by participating in conventions/conferences/ gatherings;4. Engages subject matter experts in enhancement and conduct of learning and development programs;5. Offers assistances to national partners in the development of policies and programs; and6. Serves as subject matter expert on this competency.



RHR11 - MONITORING AND EVALUATION (M&E) OF LEARNING AND DEVELOPMENT (L&D) PROGRAMS

The ability to regularly gather the L&D program accomplishment against measures of expected performance and assess the performance and the achievement of L&D program/project objectives, its effects and impact.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists conduct of learning and development M&E activities	Implements learning and development M&E activities	Leads the conduct of learning and development M&E activities	Plans, organizes and reviews learning and development M&E activities
<ol style="list-style-type: none">1. Knows the concept of monitoring and the different levels of L&D evaluation, e.g., reaction, learning, behavior and results;2. Knows the application of various statistical tools needed in L&D program evaluation;3. Identifies L&D program performance indicators and standards;4. Prepares basic evaluation instruments to assess whether or not learners responded favorably to the implementation of the learning program; and5. Measures accurately physical progress of project against plans and work schedules.	<ol style="list-style-type: none">1. Monitors L&D program performance and documents outcome;2. Evaluates L&D program on their ability to meet the program objectives;3. Analyzes project issues and concerns that affect program's implementation; and4. Prepares a comprehensive L&D program monitoring and evaluation report.	<ol style="list-style-type: none">1. Guides staff in monitoring and evaluation of program processes;2. Guides all phases of program implementation in accordance with approved plans, specifications and timeframe;3. Develops evaluation instruments to determine behavioral changes on job performance;4. Conducts impact evaluation as to changes in behavior/outcome;5. Makes recommendations to address any discrepancies/gaps in the program implementation; and6. Designs and implements M&E tools to see to it that the objective/s of the learning activities are met.	<ol style="list-style-type: none">1. Introduces innovations or new techniques in L&D program monitoring and evaluation;2. Recommends new policies based on the results of the L&D program monitoring and evaluation; and3. Develops evaluation instrument/s to determine the impact of the learners' behavioral changes on the organization (Level 4 Evaluation).

RHR12 - SCHOLARSHIP ADMINISTRATION



The ability to administer the DENR's local and foreign scholarships program in the Regional Office.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the implementation of scholarship administration activities	Implements scholarship administration activities	Leads the implementation of scholarship administration activities	Plans, organizes and reviews scholarship administration activities
<ol style="list-style-type: none"> Explains clearly the DENR policies and procedures on its various scholarship programs; Prepares list of DENR recipients and disseminates list of scholarship programs for availment; Gathers and organizes relevant materials for purposes of networking for sourcing of funds and scholarship programs from local and foreign institutions; Collates and submits to the DENR scholarship committee documents pertinent to scholarship program application; and Generates data of DENR scholars from local and foreign scholarship programs. 	<ol style="list-style-type: none"> Implements DENR policies and decisions on scholarship programs; Prepares requirements for establishing tie-ups/collaboration with DENR partners such as MOA, MOU, TOR, etc.; Conducts pre-screening of applicants for local and foreign scholarship programs; Facilitates processing of travel authorities/ documents of fellowship/ scholarship grantees both local and abroad including allowances and other remunerations; Processes applications for DENR Local scholarship program and facilitates payment of financial benefits; Prepares materials in connection with appeals and committee meetings on scholarship programs; 	<ol style="list-style-type: none"> Interprets and implements policies, rules and regulations governing scholarship programs; Reviews documents related to MOA, TOR, MOU and other pertinent documents; Oversees the overall preparation of accessing funds and scholarship programs; Reviews appeals and recommends action on meritorious cases to the DENR Scholarships Committee; Plans, designs and prepares project proposals concerning scholarship programs; and Evaluates existing scholarship program effectiveness and prepares corresponding reports. 	<ol style="list-style-type: none"> Interprets and implements policies, rules and regulations governing scholarship programs; Reviews documents related to MOA, TOR, MOU and other pertinent documents; Oversees the overall preparation of accessing funds and scholarship programs; Reviews appeals and recommends action on meritorious cases to the DENR Scholarships Committee; Plans, designs and prepares project proposals concerning scholarship programs; and Evaluates existing scholarship program effectiveness and prepares corresponding reports.

	<ol style="list-style-type: none">7. Maintains an established network of contacts within the DENR, NGAs, NGOs, POs and international funding institutions relative to the DENR's scholarship programs implementation; and8. Coordinates with the different units/offices in the monitoring and evaluation of scholarship programs.		
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RHR13 - HR PLANNING

The ability to determine long-term HR needs, assess current resources, identify areas of need including a plan to replace competence lost. It also includes the numbers and types of human resources that will be needed to achieve DENR's goals e.g., number of human resources, the required competencies and when the resources will be needed.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in HR planning activities	Conducts HR planning activities	Leads the conduct of HR planning activities	Prepares plans and programs and formulates or enhances policies on HR planning
<ol style="list-style-type: none">1. Recognizes the composition of the organization's workforce and assists in planning for projected shortages and surpluses in specific occupations and skill sets;2. Compiles gathered data on current human resources and the required competencies; and3. Prepares the documents needed in the conduct of research on HR Planning tools, templates and processes.	<ol style="list-style-type: none">1. Gathers data on current human resources and the required competencies;2. Compares data correctly on current human resources against the required number of human resources in the organization;3. Assesses the current human resource capacity based on their competencies against the capacity needed to achieve the vision, mission and business goals of the organization;4. Identifies internal factors in the organization that may affect HR capacity to meet organizational goals;5. Determines the most important environmental factors expected to affect workforce capacity, given known operational and HR priorities and emerging issues; and	<ol style="list-style-type: none">1. Organizes the conduct of HR planning activities;2. Develops HR planning tools, templates and processes to incorporate DENR's competency-based standards;3. Develops and implements targeted human resource strategies, plans and programs to address gaps (e.g., hiring/staffing; learning; career development; succession management; etc.) based on the organization's priorities, environmental scan, and HR performance related data;4. Organizes the monitoring and improvement of processes, tools and systems to support HR planning; and5. Trains/coaches managers and/or facilitates HR planning process.	<ol style="list-style-type: none">1. Recommends strategic and operational plans and policies that will support HR planning; and2. Gives key strategic advice and participates in decision-making regarding short term and long-term HR planning.

	6. Conducts workforce analysis and HR supply forecasting methods such as analysis of workforce turnover (wastage analysis: flow out, flow in and flow up), etc.		
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RHR14 - CAREER DEVELOPMENT

The ability to initiate and implement career development strategies based on individual and organizational needs and requirements.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in career development activities	Conducts career development activities	Leads the conduct of career development activities	Prepares plans and programs and formulates or enhances policies on career development
<ol style="list-style-type: none">1. Recognizes a range of decision making and career development theories and models;2. Defines career development and succession management;3. Outlines the entire career development process; and4. Prepares the documents needed in the execution of the career development activities.	<ol style="list-style-type: none">1. Carries out introductions on career development and succession management: what is it; why do we do it and how to do it;2. Administers self-assessment or multi-source assessment to establish the current competency profile;3. Conducts competency profile matching that compares employee competencies against targeted role/job requirements in order to identify the competency gaps;4. Examines the competency gaps and formulates the L&D interventions needed to address these gaps;5. Establishes the career paths of employees based on the competency profile matching;6. Devises career development plans of employees that include the L&D	<ol style="list-style-type: none">1. Plans and organizes the conduct of all the career development activities;2. Reflects on the issues encountered during the conduct of career development activities and creates appropriate action plans to deal with these issues;3. Develops strategic and operational plans for long-term career development;4. Designs career assessment instruments and methods; and5. Carries out career counseling either individually or in groups.	<ol style="list-style-type: none">1. Recommends strategic and operational plans for long-term career development guidance as appropriate;2. Proposes policies for career development system improvement; and3. Acts as subject matter expert on career development and succession management.

	<p>interventions and timeframe they need to address their competency gaps; and</p> <p>7. Performs monitoring and evaluation to track the progress and validate that the employee has acquired the necessary competencies to be considered for targeted roles/ positions</p>		
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RO1 - CONCEPT AND APPLICATION OF INTEGRATED ECOSYSTEMS MANAGEMENT (IEM)

The ability to apply the concept of IEM vis-a-vis other related approaches to natural resources management (NRM). It includes the application of IEM in target sites – basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the application of IEM and other related approaches to NRM	Applies IEM and other related approaches to NRM	Leads the application of IEM and other related approaches to NRM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others	Formulates and recommends policies, guidelines, procedures and criteria on integrated ecosystem management
<ol style="list-style-type: none">1. Knows the fundamentals of ecology and the different types of ecosystems with respect to their structure, functions and dynamics;2. Knows the interdependencies of different ecosystems and social systems and their dynamics with respect to improved management on one hand, or disturbance and alterations on the other; and3. Knows the likely effects of alterations and the methods to measure such impacts.	<ol style="list-style-type: none">1. Applies IEM in target sites – basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others; and2. Determines the benefits emanating from the application of IEM- on dependent communities and the ecosystems.	<ol style="list-style-type: none">1. Monitors and evaluates threshold of environmental standards and socio-economic considerations in the implementation of IEM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others.	<ol style="list-style-type: none">1. Develops and recommends policies, guidelines, procedures and criteria on integrated ecosystem management e.g., characterization, survey, rehabilitation, improvement and protection of ecosystems; and2. Pushes for organizational and policy support to institutionalize IEM application.



RO2 – IDENTIFICATION OF INTERVENTIONS AND INTEGRATING STRATEGIES ACROSS SECTORS (FORESTRY, COASTAL, AGRICULTURE, URBAN, AIR SPACE) AND ZONING FOR STRATEGIC MANAGEMENT

The ability to integrate sector strategies at the ecosystems, and local development plans by local government units (LGUs) e.g. forest land use plan (FLUP), protected area (PA) management plan, integrated coastal management (ICM) in the LGU and comprehensive land use plan (CLUPs) based on local and national policies and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the identification of interventions and integrating strategies across sectors	Identifies interventions and integrating strategies across sectors	Leads the identification of interventions and integrating strategies across sectors	Formulates and recommends strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across and zoning of land and marine resources
1. Knows how to identify, allocate and delineate land and marine resources based on their peculiar characteristics for optimum use and minimize risk.	1. Integrates sector strategies at the ecosystems, and local development plans by LGUs e.g. FLUP, PA management plan, ICM in the LGU CLUPs; and 2. Conducts zoning of land and marine resources based on their peculiar characteristics for optimum use and minimized risk.	1. Prepares work and financial plan to support implementation of integrated ecosystem management strategies; and 2. Integrates the various resource management zones to LGU CLUPs and local development plans based on local and national policies and regulations.	1. Develops and recommends strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across sectors; and criteria on zoning of land and marine resources for strategic ENR management.



RO3 - CHARACTERIZATION OF ECOSYSTEM AND USE OF PLANNING TOOLS AND PROCEDURES

The ability to plan and to undertake data gathering and to interpret such for situational analysis on a targeted clientele, assessment of ENR assets, governance and management of these assets, inter-connectedness, interdependence, issues and constraints and opportunities in managing the ecosystems. It includes conduct of resource assessment i.e.), geographic information system for hazards and vulnerability assessment



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the characterization of ecosystem and use of planning tools and procedures	Undertakes characterization of ecosystem and use of planning tools and procedures	Leads the characterization of ecosystem and use of planning tools and procedures	Formulates and recommends strategies, policies, guidelines, procedures and criteria for characterization of ecosystem and use of planning tools and procedures
<ol style="list-style-type: none">1. Has knowledge on the conduct of data gathering and interpret same for situational analysis on a targeted clientele; and2. Has knowledge on conduct of resource assessment valuation.	<ol style="list-style-type: none">1. Conducts resource assessment;2. Undertakes analysis of different stakeholders and institutions to better understand their role and behavior and participation in the project; and3. Facilitates consensus building to surface vision, mission, goals (VMG) of the community for responsible resource management.	<ol style="list-style-type: none">1. Leads conduct of resource assessment; and2. Serves as resource person on this competency.	<ol style="list-style-type: none">1. Formulates and recommends policies, plans and programs on the assessment of ENR assets, governance and management of these assets, inter-connectedness, interdependence, issues and constraints and opportunities in managing the ecosystems.



RO4 - RESOURCE MANAGEMENT AND RESTORATION/ REHABILITATION OF DEGRADED ECOSYSTEMS

The ability to identify appropriate resource management and restoration strategies of various ecosystems – forests, coastal/marine, wetlands, rivers, mangroves, grasslands, others.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in identifying appropriate resource management and restoration strategies of various ecosystems	Undertakes identification of appropriate resource management and restoration strategies of various ecosystems	Leads the identification of appropriate resource management and restoration strategies of various ecosystems	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the identification of appropriate resource management and restoration strategies of various ecosystems
<ol style="list-style-type: none">1. Knows the interdependencies of different ecosystems and their dynamics with respect to improved management vis-à-vis disturbance and alterations;2. Knows the protocols and provisions of national and international laws and agreements on biodiversity;3. Has familiarity with traditional and emerging methodologies on PBME and their application to the Philippines;4. Knows the invasive plant and animal species in the Philippines; and5. Knows the international and national laws regulating the traffic of exotic and invasive species.	<ol style="list-style-type: none">1. Observes the specific precautions and steps to ensure protection and conservation of biodiversity in any ecosystem intervention (e.g. species site matching, no to invasive alien species); and2. Determines impacts to biodiversity of proposed projects while promoting biodiversity protection and conservation.	<ol style="list-style-type: none">1. Integrates biodiversity conservation in all ecosystem development and use; and2. Strengthens biodiversity component in the environmental impact assessment system.	<ol style="list-style-type: none">1. Develops and recommends policies, guidelines, procedures and criteria on integrated ecosystem management e.g., characterization, survey, rehabilitation, improvement and protection of ecosystems.



RO5 - PREPARATION OF NATURAL RESOURCES MANAGEMENT (NRM) - RELATED PLANS (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM)

The ability to facilitate or provide technical assistance in the formulation and implementation of the following NRM Plans: FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM and to mainstream ENR plans to LGU Plans



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans	Facilitates/ provides technical assistance in the formulation and implementation of NRM - related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans	Leads the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM - related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans
<ol style="list-style-type: none">1. Gathers secondary data and information on the physiographic, biological, ecological and socio-economic characteristics of an NRM area; and2. Knows how to operate appropriate mapping software.	<ol style="list-style-type: none">1. Integrates forest interventions e.g., tenurial instruments, area development, area rehabilitated and others on the map as part of the spatial information;2. Analyzes socio-cultural characteristics, physiographic, biological, ecological and socio-economic characteristics of an NRM area; and3. Provides technical assistance in the formulation and implementation of NRM- related plans.	<ol style="list-style-type: none">1. Recommends appropriate uses of an NRM area;2. Leads the formulation and implementation of NRM- related plans;3. Provides technical assistance in the preparation of comprehensive land-use plan; and4. Mainstreams ENR plans to LGU plans.	<ol style="list-style-type: none">1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM- related Plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU Plans.



RO6 - ENVIRONMENT AND NATURAL RESOURCE ACCOUNTING (ENRA)

Knowledge of the concept of externalities in environmental economics and the ability to apply these concepts in IEM – assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities. It includes skills in undertaking natural resource accounting (NRA) including its interpretation and application in NRM.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in undertaking Environment and Natural Resource Accounting activities	Undertakes Environment and Natural Resource Accounting activities	Leads the implementation of Environment and Natural Resource Accounting activities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for Environment and Natural Resource Accounting activities
<ol style="list-style-type: none">1. Knows the fundamentals of NRA; and2. Knows the tools, methods and processes for ENR Accounting e.g., physical and monetary accounting and ENR valuation methods.	<ol style="list-style-type: none">1. Applies NRA such as assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities in natural resources management; and2. Applies practical interpretation and use of ENR accounts and recommends measures to institutionalize its application in IEM.	<ol style="list-style-type: none">1. Leads NRA activities such as assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities in natural resources management; and2. Serves as resource person and guides and coaches other in this competency.	<ol style="list-style-type: none">1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the implementation ENRA activities.



RO7 - STRATEGIES AND SCHEMES FOR FINANCING ENVIRONMENTAL PROJECTS

The ability to mobilize various sources of funds in support of IEM and resource management activities – DENR budgets, LGU IRA and non-IRA contributions, users/charges/contribution and PES schemes to IPA, shares from public-private partnerships (PPP), preparing grants/donor proposals, leveraging NGO support, others. It includes knowledge of alternative financing schemes (PES and shares from PPP) for environmental rehabilitation projects- like user fees, public-private partnership, guarantee fund, etc.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in planning, initiating and operationalizing strategies and schemes for financing environmental projects	Plans, initiates and operationalizes strategies and schemes for financing environmental projects	Leads the planning, initiating and operationalizing strategies and schemes for financing environmental projects	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects
<ol style="list-style-type: none">Knows the various sources of funds in support of NRM activities – DENR budgets, LGU IRA and non-IRA contributions, users/ charges/contribution and PES schemes to IPA, shares from public-private partnerships (PPP), preparing grants/donor proposals, leveraging NGO support, others; andHas knowledge of incentive schemes for environmental initiatives by POs, user groups, communities, and the private sector.	<ol style="list-style-type: none">Knows alternative financing schemes (PES and shares from PPP) for environmental rehabilitation projects- like user fees, public-private partnership, guarantee fund, etc.;Plans, initiates and operationalizes user fees and charges and payment of environmental services; andPrepares grants/donor proposals for funding.	<ol style="list-style-type: none">Plans, initiates and operationalizes alternative financing schemes for the environment; andServes as resource person and guides and coaches other in this competency.	<ol style="list-style-type: none">Develops and recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects.



RO8 - RESULTS-BASED MONITORING AND EVALUATION SYSTEM (RBME) AND ENVIRONMENTAL AUDIT FOR DIFFERENT ENRM SITES

The ability to identify, determine and facilitate joint adoption of key outputs and outcomes of NRM for watersheds, PAs, KBAs, islands, ancestral domains, islands, mineral reservations, others for the progress monitoring of biodiversity, forests and forest lands, environmental governance, ENR, sustainable financing, local sustainable development.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in RBME and environmental audit of activities for different ENRM sites	Implements RBME activities and environmental audit for different ENRM sites.	Leads the implementation of RBME activities and environmental audit for different ENRM sites	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME and environmental audit activities for different ENRM sites
<ol style="list-style-type: none">Knows the protocols and provisions of national and international laws and agreements on biodiversity and how the output indicators are related to these especially in PAs and KBAs;Is familiar with traditional and emerging methodologies on participatory biodiversity monitoring and evaluation (PBME) and their application to the Philippines;Is familiar with Filipino indigenous cultural communities and the issues and problems they face;Has knowledge of the indigenous knowledge systems and practices of Filipino ICC's and the link to their identity and survival; and	<ol style="list-style-type: none">Determines key outputs and their indicators for the progress monitoring of biodiversity, forests and forest lands, environmental governance, ENR, sustainable financing, and local sustainable development;Observes the specific precautions and steps to ensure protection and conservation of biodiversity in any ecosystem intervention;Undertakes PBME;Prepares instrumentations and their operation to generate relevant data for M and E; andMonitors compliance of concerned sectors to ENR standards/ agreements and permits.	<ol style="list-style-type: none">Enhances determination of impacts to biodiversity of proposed projects while promoting biodiversity protection and conservation;Serves as resource person in this competency;Leads the monitoring of compliance of concerned sectors to ENR standards/ agreements and permits; andProvides technical assistance on this competency to LGUs and other stakeholders.	<ol style="list-style-type: none">Develops and recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME activities for different ENRM sites and environmental audit activities.

5. Has knowledge in undertaking the M and E tools for the different sectors of the DENR.			
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RO9 - ENVIRONMENTAL GOVERNANCE

Knowledge of the basic elements of good environmental governance that include transparency, accountability, participation, collaboration and functionality and the ability to apply/practice the elements of good environmental governance in improved resource management. It includes developing and maintaining partnerships and networking to implement ENR policies and programs and to apply existing ENR standards and development of standards as needed.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality	Undertakes environmental governance activities that include transparency, accountability, participation, collaboration and functionality	Leads environmental governance activities that include transparency, accountability, participation, collaboration and functionality	Formulates and recommends strategies, policies, guidelines, procedures and criteria for environmental governance activities
<ol style="list-style-type: none">Has knowledge of major ENR policies and their requirements for implementation at the central, regional, provincial, and local levels;Knows the ordinance formulation scheme and procedure among LGUs and Management Council and Bodies;Has knowledge for integrating RBME with the environmental governance improvement; andKnows institutional partnership and networking rules and regulations, and other issuances.	<ol style="list-style-type: none">Develops and maintains partnerships and networking to implement ENR policies and programs and to apply existing ENR standards and development of standards as needed;Implements ENR policies and programs; andApplies existing ENR standards and development of standards as needed.	<ol style="list-style-type: none">Designs and implements training programs on IEM for DENR and LGUs for role and capacitation of DENR and LGUs in NRM; andServes as resource person this competency.	<ol style="list-style-type: none">Develops and recommends strategies, policies, guidelines, procedures and criteria for effective environmental governance activities; andChampions the practice of good governance and serves as role model in the workplace.



RO10 - CLIMATE CHANGE AND ENVIRONMENTAL MANAGEMENT

The ability to apply IEM to mitigating climate change and facilitating adaptation strategies for ecosystems for helping communities adapt their livelihoods and enterprises.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in applying mitigating measures and adaptive solutions to climate change	Applies mitigating measures and adaptive solutions to climate change	Leads the application of mitigating measures and adaptive solutions to climate change	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the application of mitigating measure and adaptive solutions to climate change
<ol style="list-style-type: none">Has knowledge and understanding of the causes and effects of climate change;Has knowledge on the mitigating measures and adaptive solutions to climate change; andKnows international conventions, protocols and agreements and national policies and laws to address climate change.	<ol style="list-style-type: none">Conducts risk assessment and disaster management;Integrates IEM principles to address climate change issues in the LGU CLUPs; andImplements mitigating measures and adaptive solutions to climate change.	<ol style="list-style-type: none">Formulates climate change mitigation and adaptation strategies and Leads its implementation; andProvides technical assistance on this competency to LGUs and other stakeholders.	<ol style="list-style-type: none">Develops and recommends strategies, policies, guidelines, procedures and criteria for the application of mitigative and adaptive solutions to climate change; andUndertakes institutional partnership, networking and public mobilization to address climate change.



RO11 - INFORMATION, EDUCATION AND COMMUNICATION, SOCIAL MARKETING AND EXTENSION SUPPORT

The ability to develop a communication/advocacy/social marketing plan to target changes of behaviors among local and national policy makers, and users/on-site land and resource managers/stakeholders to improve ENRM. It includes documentation of best practices and how to use these to enhance social marketing for changing behaviors and policies.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in social marketing and extension support activities to improve ENRM	Undertakes social marketing and extension support activities to improve ENRM	Leads in social marketing and extension support activities to improve ENRM	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM
<ol style="list-style-type: none">1. Identifies and understands the target audiences for marketing of IEM program;2. Knows the concept and practice of social marketing and its application to IEM program implementation; and3. Undertakes social marketing initiative for IEM.	<ol style="list-style-type: none">1. Undertakes advocacy activities/ disseminates information and technologies for the adoption and practice of IEM; and2. Undertakes groundwork and preparations for implementation of the social marketing/ advocacy plan.	<ol style="list-style-type: none">1. Designs social marketing and advocacy plan for an IEM/NRM Program; and2. Serves as resource person in this competency.	<ol style="list-style-type: none">1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM.

RO12 - IMPACT ASSESSMENT ACROSS ECOSYSTEMS



Knowledge and skills and understanding of environmental externalities of investments and various land and resource uses across the landscapes, on-and off-sites, and upstream and downstream and in applying impacts in assessing and evaluating land and resource uses and EIA/IEE applications.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of impact assessment across ecosystems and in evaluating land and resource uses and EIA/IEE applications	Conducts impact assessment across ecosystems and evaluates land and resource uses and EIA/IEE applications	Supervises the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of impact assessment across ecosystems in evaluating land and resource uses and EIA/IEE applications
<ul style="list-style-type: none"> 1. Knows the intra-ecosystem impact assessment methodologies; and 2. Knows the documentation of best practices. 	<ul style="list-style-type: none"> 1. Assesses on-site and off-site effects of projects and interventions; and 2. Applies impacts in assessing and evaluating land and resource uses and EIA/IEE applications. 	<ul style="list-style-type: none"> 1. Supervises the conduct of impact assessment across ecosystems. 	<ul style="list-style-type: none"> 1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of impact assessment across ecosystems.



RO13 - SOCIAL NEGOTIATION

The ability to analyze situational conflict(s) among stakeholders, facilitate appropriate negotiation strategy and process, and seal the agreement reached through a memorandum of agreement (MOA) or any formal/legal document.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in social negotiation activities	Conducts social negotiation activities	Leads conduct of social negotiation activities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities
<ol style="list-style-type: none">1. Knows the concepts and application of social negotiation in ENR management; and2. Knows the profile of stakeholders, the issues and problems they face, and the laws and institutions that protect their rights.	<ol style="list-style-type: none">1. Analyzes situational conflict(s) among stakeholders;2. Facilitates appropriate negotiation strategy and process;3. Seals agreement reached through a MOA or other formal/legal document; and4. Institutes measures to reduce societal/ intergenerational inequity in the context of integrated resource management.	<ol style="list-style-type: none">1. Leads conduct of social negotiation activities from analyzing situational conflict(s) among stakeholders, facilitating appropriate negotiation strategy and process, and sealing the agreement reached through a MOA or other formal/legal document; and2. Serves as resource person in this competency.	<ol style="list-style-type: none">1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities.



RO14 - ENR LAW ENFORCEMENT

The ability to:

- enforce existing laws on protection and improved management of natural resources (forestry, wildlife, protected area, coastal, lands, cave, water resources, etc); organize, establish and operate multi-sectoral or inter-LGU NR Protection Council;
- identify policy gap; and
- develop, formulate policies for improved environmental management and to monitor compliance of existing tenurial instruments and permits.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in ENR law enforcement activities	Implements ENR law enforcement activities	Leads the implementation of ENR law enforcement activities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of ENR law enforcement activities
<ol style="list-style-type: none">1. Knows existing ENR laws on protection and improved management of natural resources;2. Has basic knowledge on surveillance, patrolling, LAWIN, BMS, forest fire/pest and diseases management, data gathering and preparation of spot report;3. Knows how to use or operate gadget (GPS, hand-held radio, camera with geo-tagging capability, satellite phones, drone);4. Has knowledge on land surveying, scaling, timber inventory, wildlife identification and wood identification;5. Knows how to disseminate effective Information, Education and	<ol style="list-style-type: none">1. Knows the value and schemes for individual property right for natural resources2. Screens, provides and manages a system for individual property right3. Implements ENR law enforcement activities and operational plans with the assistance of concerned stakeholders4. Analyzes and processes intelligence report5. Conducts investigation, preparation of affidavits and complaints6. Knows methodology for policy impact assessment7. Knows how to monitor the compliance	<ol style="list-style-type: none">1. Organizes, establishes and operates multi-sectoral (SDENRO, DENRO and WEO) or inter-LGU/OGA NR Protection Council (MFPC, RMFPC, RLECC, RAILTF, CLEAR);2. Leads ENR law enforcement activities;3. Knows how to conduct administrative adjudication proceedings;4. Undertakes policy gap analysis in support to policy formulation or improvement; and5. Prepares related ENR operational plans including learning designs for capacity building.	<ol style="list-style-type: none">1. Develops new strategies on ENR operation and recommend policies for improvement of environmental protection/management (forest protection strategies i.e. denying the source, cutting of route and denying the market);2. Conducts training of field staff in the implementation of ENR rules and regulations;3. Collaborates/networks and maintains linkages with institutions/ law enforcement agencies/ NGO/media and other concerned stakeholders; and4. Conducts technical evaluation with recommendations of all ENR cases.

<p>Communication campaign;</p> <p>6. Has knowledge on the monitoring and evaluation tools for the different tenurial instrument and permits; and</p> <p>7. Is familiar with the e-filing system anti-illegal logging and wildlife and database management.</p>	<p>of the existing permittees and tenurial instrument holders</p> <p>8. Operates the e-filing system and database management</p>	
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RO15 - GEOGRAPHIC INFORMATION SYSTEM (GIS)



The ability required to operate, update, access, maintain and secure GIS data software and hardware. It requires the ability for the generation, processing, management and dissemination of geographic data to interested users.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Knows basic knowledge in GIS and other related software</p> <p>1. Has basic knowledge in creating maps using GIS software and related equipment;</p> <p>2. Coordinates and gathers thematic map and other geospatial data from other divisions/ offices pertaining to GIS – supported projects;</p> <p>3. Assists in the evaluation, integration and analysis of thematic maps and other geospatial data;</p> <p>4. Assist in the preparation of metadata and other documentation requirements; and</p> <p>5. Has basic knowledge on computer-aided design programs.</p>	<p>Implements GIS application and development for resource mapping</p> <p>1. Compiles geographic data from a variety of sources (e.g. field observation, satellite imagery);</p> <p>2. Operates system hardware, software and other related equipment and maintains GIS;</p> <p>3. Documents all project activities and prepares progress and other reports;</p> <p>4. Assists in the implementation and development of basic GIS techniques/ applications;</p> <p>5. Integrates and analyzes geospatial data;</p> <p>6. Assists in the development and establishments of data bases for GIS supported projects; and</p> <p>7. Generates geographic data and statistics for incorporation into documents and reports.</p>	<p>Leads implementation of GIS techniques for resource mapping</p> <p>1. Prepares project proposals related to GIS supported project;</p> <p>2. Leads implementation of GIS activities;</p> <p>3. Develops and recommends new GIS applications, techniques and databases for GIS supported project;</p> <p>4. Prepares technical reports on GIS supported projects; and</p> <p>5. Reviews GIS supported projects prior to submission and evaluation by management.</p>	<p>Prepares plans and programs and formulates policy recommendations for GIS resource mapping</p> <p>1. Prepares plans and programs and formulates policy recommendation on GIS supported projects;</p> <p>2. Reviews/approves technical reports on GIS projects;</p> <p>3. Creates strategic alliances to ensure that goals and plans are aligned to the interests of other offices; and</p> <p>4. Acts as resource person in GIS.</p>



RO16 - SURVEYING

The ability to conduct measurement of the earth's surface primarily to establish geodetic control/project control points and boundaries of the political subdivision and individual land parcels by determining the coordinates/position of its corners, setting corner markers or monuments and obtaining the boundary technical description and area information and making there from the scaled representation of the area surveyed by means of plans or maps, for registration, legal or development purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in land surveying activities	Conducts land surveying activities	Supervises land surveying activities	Formulates plans, programs and policies on land surveying activities
<ol style="list-style-type: none">1. Has basic knowledge in land surveying principles including its laws, rules and regulation;2. Has basic knowledge in operating and proper handling of surveying instruments and equipment;3. Has a basic knowledge in the different types of maps and plans and in map reading;4. Has basic knowledge in plotting of survey data;5. Assists in the conduct of research of data for the execution of land surveys;6. Assists in the conduct of reconnaissance surveys prior to the conduct of actual surveys; and7. Assists in the sketching and	<ol style="list-style-type: none">1. Has advanced knowledge in map reading;2. Conducts reconnaissance survey;3. Operates appropriate surveying instruments and equipment;4. Has knowledge of various horizontal and vertical coordinate systems and datum;5. Perform computerized processing of survey field data;6. Conducts land survey; and7. Has advance knowledge in plotting field survey data.	<ol style="list-style-type: none">1. Establish geodetic and project controls;2. Conducts political boundary survey in coordination with the concerned local government units (LGU) and concerned stakeholders;3. Supervises survey party/ survey projects;4. Has basic knowledge in geographical information systems;5. Prepares survey returns;6. Conduct field investigation and prepare technical reports therein;7. Leads a technical unit/section in the surveying office;8. Serves as resource person in technical training/workshop related to surveying;	<ol style="list-style-type: none">1. Monitors and evaluates implementation of survey programs;2. Formulates and recommends policy on surveying matters;3. Reviews, evaluates and recommends approval or rejection of surveys;4. Participates in the technical conferences and activities related to land survey with the other government agencies, LGU and other stakeholders;5. Attends meetings and congressional hearing in connection with the survey matters;6. Prepares plans and programs in relation to surveying activities; and7. Reviews the technical correctness of the survey and certifies survey plans for

monumenting of the land parcels.		9. Evaluates various supporting and legal documents in the conduct of land surveys; and 10. Recommends the technical correctness of the technical survey and certifies survey plans for land registration.	land registration.
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RO17 - SURVEY VERIFICATION

The ability to perform computations, apply calculating methods to determine the latitude, longitude, elevations, angles, areas, transformations from one projection system to another, and other information primarily for the purpose of determining distance, direction, area of polygon, or for the purpose of plotting and mapping, wherein the data, is either from field notes as observed by engineering survey party or from existing survey records on file, using reference tables or software and calculating machine or computer.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in survey verification activities	Conducts survey verification activities	Supervises survey verification activities	Formulates plans, programs and policies on survey verification activities
<ol style="list-style-type: none">1. Has basic knowledge in trigonometry;2. Has basic knowledge in applying formulas in determining the azimuth/bearing, distance, area and position/coordinates;3. Has basic knowledge in preparation of traverse computation sheets from field notes;4. Has basic knowledge in preparation of lot data computation sheets from field notes; and5. Has basic knowledge in using scientific and programmable calculator.	<ol style="list-style-type: none">1. Computes traverse and lot data computations of survey returns;2. Computes geographic positions;3. Computes survey data using computer software application or scientific/programmable calculator;4. Plots the survey plans on projection maps; and5. Has knowledge in geo-referencing.	<ol style="list-style-type: none">1. Verifies traverse and lot data computations of survey returns;2. Analyzes and rectifies errors in the computations within allowable closure of error;3. Manages projection and other survey verification units;4. Prepares reports to management defining problem, evaluation and possible solution;5. Evaluates survey returns with regards to land survey verification; and6. Has advanced knowledge in geographic information system.	<ol style="list-style-type: none">1. Develops, promotes, implements, monitors and evaluates plans and policies of survey verification units;2. Recommends policies regarding land survey verification activities;3. Manages technical sections on survey and mapping activities; and4. Acts as technical expert/witness and testifies on subpoena duces tecum on cases pursuant to court order.



RO18 - MAPPING

The ability to draw or plot data either manually or digitally, from actual survey or existing records in order to represent the whole parcel of land or a portion thereof, by means of signs and symbols or photographic imagery at some given scale or projection, to which lettering is added for identification, depicting the lengths and directions of boundaries of a parcel of lands as well as the relative horizontal positions of any existing structures therein or in its vicinity.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in land mapping activities	Conducts land mapping activities	Leads land mapping activities	Formulates plans, programs and policies on land mapping activities
<ol style="list-style-type: none">1. Has basic knowledge in the different types of maps and plans and in the preparation thereof;2. Has basic knowledge in manual drafting and in using drafting instruments and equipment;3. Has basic knowledge in identifying survey symbols in maps and plans; and4. Has basic knowledge in digitizing of survey maps and plans.	<ol style="list-style-type: none">1. Has knowledge on policies and standards related to mapping activities;2. Has advanced knowledge in computerized plotting and mapping;3. Prepares maps and plans from survey data;4. Has advanced knowledge in cartography;5. Has knowledge in the use of projection system; and6. Has basic knowledge in the preparation and construction of cadastral maps and other maps and plans.	<ol style="list-style-type: none">1. Leads and integrates compilation, reproduction and editing of mapping activities;2. Leads the preparation and construction of consolidated cadastral map, cadastral index map and land information map;3. Has advanced knowledge on the different types of map projections;4. Has advanced knowledge in geo-referencing and digital projection;5. Supervises a cartographic unit/ section;6. Has knowledge in the evaluation/ validation of maps, plans and other survey data and prepare technical report therein;	<ol style="list-style-type: none">1. Reviews, evaluates and recommends for approval, correction or rejection of maps and plans;2. Develops design concepts and the corresponding guidelines for the enhancement of maps and plans and recommends their adoption;3. Recommends revisions on previously approved/issued maps and plans from survey and other technical data references; and4. Provides inputs in the formulation of policies on mapping procedures and standards.

		<ul style="list-style-type: none">7. Has advanced knowledge in geographic information system; and8. Serves as resource person in the technical training/workshop related to plotting and mapping.	
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RO19 - LAND MANAGEMENT INFORMATION SYSTEM ADMINISTRATION

The ability to operate, update, access and maintain Land Administration Management System (LAMS) data software and hardware. It requires the ability for the generation, processing, management and dissemination of geographic data to interested users.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Has knowledge in LAMS and other related software	Implements LAMS application and development for resource mapping	Leads implementation of LAMS resource mapping	Prepares plans and programs and formulates policy recommendations for LAMS resource mapping
<ol style="list-style-type: none">1. Has basic knowledge on the operation of a database management system;2. Has knowledge on basic programming languages; and3. Has basic knowledge on policies and standards on computerized land information system.	<ol style="list-style-type: none">1. Knows the various land management information system software;2. Designs basic system programs based on end-user's requirements;3. Maintains and updates computerized recording, filing, retrieval and inventory system;4. Maintains software library and periodically monitors memory management; and5. Undertakes cleansing of encoded/scanned survey records.	<ol style="list-style-type: none">1. Leads an information technology unit;2. Has advanced knowledge in various programming languages and their applications;3. Acts as a resource person in system application;4. Acts as system administrator;5. Reviews and recommends system programs; and6. Has advanced knowledge on file and database organization (I.e. data organization, database management system, storage and analysis).	<ol style="list-style-type: none">1. Reviews and leads data analysis and statistics on land database;2. Formulates and recommends plans and policies on data security risk and disaster recovery;3. Provides directions strategy of data harmonization and synchronization with other land database of other agencies;4. Recommends IT service standards on land transactions within organization;5. Reviews and recommends Information System Strategic Plan of the organization; and6. Acts as resource person on matters pertaining to land management and information system.



RO20 - LAND RECORDS MANAGEMENT

The ability to efficiently and effectively maintain an updated and orderly filing system of land records manually or thru the use of computers, to facilitate retrieval and maintenance of land records.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in land records management activities	Maintains an updated and orderly filing system of land records	Leads in land records management activities	Formulates plans, programs and policies on land records management
<ol style="list-style-type: none">1. Has basic knowledge on the rules and regulations on land records management;2. Has basic knowledge on grooming, scanning, filing, inventory, retrieval, maintenance and disposition of land records;3. Has basic knowledge on land records pertaining to public land application records, survey plans and maps and other survey data;4. Has basic knowledge and skills on computer operations (Manifold, AutoCAD, and other GIS software);5. Has basic knowledge in land records in order to respond to public inquiries; and6. Has basic knowledge on the operation and maintenance of the scanning and printing equipment.	<ol style="list-style-type: none">1. Identifies information on land records pertaining to public land application records, survey plans and maps and other survey data;2. Maintains and updates the filing and retrieval system of land records;3. Searches and retrieves land records from existing database to meet administrative, legal and or as a tool for policy decision making and other use;4. Prepares certifications, letters and memoranda pertaining to status of land records;5. Establishes storage and management of records either physical or in digital format;6. Has knowledge in the legal restrictions and provisions of laws in the management and maintenance of records; and	<ol style="list-style-type: none">1. Classifies information on land records pertaining to public land application records, survey plans and maps and other survey data;2. Creates system on filing, inventory, retrieval and maintenance and disposition of land records;3. Reviews certifications, letters and memoranda pertaining to status of land records;4. Prepares plans and policies pertaining to land records management; and5. Leads activities on land records management.	<ol style="list-style-type: none">1. Administers all activities on land records management;2. Acts as technical expert/ witness and testifies on subpoena duces tecum on cases pursuant to court order;3. Establishes and maintains an active continuing program for the management, preservation and disposition of land records and confidential information;4. Serves as a resource person on this competency;5. Formulates and recommends actions, plans and programs on land records management including modernization of land records management system;6. Provides management in relevant data and statistics as inputs to decision making; and

	7. Has knowledge on the categories and classification of land records.		7. Certifies documents/survey plans or maps for registration, legal or development purposes.
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RO21 - LAND DISPOSITION AND MANAGEMENT

The ability to effectively manage alienable and disposable lands and other government lands as defined in the Public Land Act through formulation of land policies and programs; conduct of sound land disposition through systematic adjudication for equitable land ownership and tenurial security, and land valuation to support revenue generation and stimulate land market. It includes knowledge and skills required in administering the land disposition activities which involves the issuance of patents and other modes of disposition.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the disposition of A&D land and management of other government lands	Processes and evaluates public land applications	Leads in the disposition of A&D land and management of other government lands	Formulates plans, programs and policies on land management activities
<ol style="list-style-type: none">Has basic knowledge of the pertinent laws, rules and regulations on land resources management;Identifies properties such as friar lands, foreshore, salvage zone/legal easement and titled properties belonging to national government and other lands not placed under the control of other government agencies, and proclaimed lands subject for disposition;Has basic knowledge in research, inventory and assessment of land resources and improvements; andHas basic knowledge in the examination and processing of public land applications and patrimonial properties of the government.	<ol style="list-style-type: none">Identifies different public lands for disposition and management;Conducts research, inventory and assesses land resources and improvements for various uses;Examines and processes public land and patrimonial properties application; andAnalyzes simple issues concerning land matters and recommends solution and action to superiors.	<ol style="list-style-type: none">Evaluates and reviews different land resources for land disposition and management purpose;Monitors and evaluates implemented land management plans and programs;Establishes coordination with different stakeholder on land disposition and management;Reviews, revises and evaluates actions taken on public land application; andReviews, revises and recommends actions on issues concerning land matters.	<ol style="list-style-type: none">Introduces innovation on the management of lands;Reviews and recommends actions, plans and policies pertaining to land disposition and management;Leads certain activities on land management;Formulates and recommends policies on land management matters;Acts as resource person in meetings, hearings, and other seminar on land management; andReviews and recommends final action on all public land applications.



RO22 - FOREST, WATER & WILDLIFE RESOURCES REGULATION

The ability required to effectively manage and regulate the utilization of forest, water resource and wildlife.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the forest, water and wildlife resource utilization and regulation activities	Processes and evaluates forest, water and wildlife resource utilization and regulation activities	Evaluates and reviews the forest, water and wildlife resource utilization and regulation activities	Formulates and recommends plans, strategies, programs and policies on forest, water and wildlife resource utilization and regulation activities
<ol style="list-style-type: none">1. Has knowledge of the pertinent laws, rules and regulations on forest and water utilization and wildlife permitting;2. Has knowledge on the requirements and processes in the issuance of permits/licenses; and3. Has basic knowledge in the examination and processing of permits for forest utilization/wildlife and inventory of water sources and uses.	<ol style="list-style-type: none">1. Evaluates documents and analyzes data submitted;2. Prepares plans, programs and completed staff work; and3. Processes and recommends appropriate permits for water, forest and wildlife resources utilization).	<ol style="list-style-type: none">1. Reviews, revises and recommends plans and programs pertaining to forest, water and wildlife resources utilization and regulation activities;2. Reviews existing laws for forest, water and wildlife utilization for policy recommendation;3. Leads/monitors the implementation of the plans and programs on water, forest and wildlife resources utilization; and4. Reviews and recommends appropriate permits for water, forest and wildlife resources utilization.	<ol style="list-style-type: none">1. Introduces innovation on forest, water and wildlife resource utilization and resource regulation;2. Reviews and recommends actions, plans and policies pertaining to forest, water and wildlife resources utilization and regulation activities;3. Administers all activities on forest, water and wildlife resource utilization and regulation;4. Recommends formulation of new policy guidelines on resource regulation/permitting; and5. Reviews and recommends final action on permits for water, forest and wildlife resources utilization.

RO23 - TENURE AND RIGHTS ASSESSMENT



The ability to evaluate effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	Evaluates effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	Leads the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities
1. Knows the different kinds of tenure holders – state, community, private sector, others.	1. Evaluates effectiveness of tenure holders – state, community, private sector, others - based on organizational, stewardship, protection and management capabilities; and 2. Assists the land and resource management units improve or strengthen resource management of their areas of responsibility.	1. Reviews the effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities.	1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities.



RO24 - TENURAL INSTRUMENTS AND PERMITS FOR IMPROVED RESOURCE MANAGEMENT

The ability to issue tenure instruments and permits for communities, government agencies/organizations/private sector and the mechanics and operation of co- management under the partnership for improved resource management.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the preparation of tenural instruments and permits for improved resource management	Prepares tenural instruments and permits for improved resource management	Reviews and recommends the approval of the issuance of tenural instruments and permits for improved resource management	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the issuance of tenural instruments and permits for improved resource management
1. Has knowledge of appropriate tenure instruments and permits.	1. Prepares/ draft tenural instruments and permits for improved resource management.	1. Reviews and recommends the approval of the issuance of tenural instruments and permits for improved resource management; 2. Provides technical assistance on this competency to LGUs and other stakeholders; and 3. Reviews and recommends existing laws for policy recommendation.	1. Develops, recommends and introduces innovation, strategies, policies, guidelines, procedures and criteria for the issuance of tenural instruments and permits under co-management agreement for improved resource management; 2. Reviews and recommends actions, plans and policies pertaining to issuance of tenure instrument and permits; 3. Administers all activities on issuance of tenure instrument and permits; and 4. Recommends formulation of new policy guidelines on issuance of tenure instrument and permits.

PO1 - PROTECTED AREA MANAGEMENT



The ability required in the planning, implementation and monitoring of programs and activities for the protection and sustainable use of biodiversity resources including ecosystem services and functions within protected areas and other conservation areas.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Assists in the analysis of results of biodiversity and socio-economic assessments and threats in the conservation areas</p> <p>1. Gathers and compiles pertinent information on cases referred on PA management and conducts preliminary analysis of results of inventory/assessment of biodiversity, socio-economic situation, land-use patterns, and threats in protected areas;</p> <p>2. Has basic knowledge on concepts and principles of biodiversity conservation and protected area management;</p> <p>3. Provides relevant information and recommends policies needed for the implementation of PA management programs, activities and projects;</p> <p>4. Gathers and consolidates accomplishment reports on protected area management; and</p> <p>5. Assists in the validation and provides inputs on the monitoring reports on protected area management.</p>	<p>Reviews, analyzes and recommends zoning and management strategies, plans and programs for each of the zones identified</p> <p>1. Has sufficient knowledge on protected area management strategies, policies, plans and programs;</p> <p>2. Evaluates the delineation of the management zones/subzones and proposes strategies and allowable activities for the effective management of each zone;</p> <p>3. Provides technical assistance in the implementation of prescriptions and standards on the management of conservation areas; and</p> <p>4. Validates and provides preliminary analysis on the monitoring and evaluation reports on protected area management.</p>	<p>Develops standards for zoning and recommends management programs, strategies and activities of conservation areas</p> <p>1. Develops systems and standards to monitor the implementation of strategies, plans and programs;</p> <p>2. Provides technical assistance on the implementation of prescriptions and standards on protected area management;</p> <p>3. Develops business plans to support the operations of protected areas; and</p> <p>4. Reviews and provides comments and recommendations/technical guidance on protected area management.</p>	<p>Organizes implementation of policies, plans and programs on the management of protected areas</p> <p>1. Integrates and/or harmonizes protected area management plans into wider land and seascape plans;</p> <p>2. Establishes a collaborative effort with various stakeholders i.e. LGUs, other OGAs/institutions, academe, funding institutions, NGOs in the management of protected areas;</p> <p>3. Documents and reports adaptive management strategies as implemented; and</p> <p>4. Prepares report on the state of protected area.</p>



PO2 - MANAGEMENT OF SOCIO - ECONOMICS AND CULTURAL CONCERNS

The ability to deal with socio-cultural and economic aspects of conservation area management to address issues on sustainable production and consumption of resources.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Gathers and organizes relevant information and applicable policies needed for the development of guidelines to manage socio-economic and cultural concerns to address sustainable production and consumption of resources in protected areas.</p> <p>1. Has basic knowledge on socio-economic and cultural concepts and principles in relation to biodiversity conservation and sustainable development in protected areas;</p> <p>2. Gathers relevant information and recommends applicable policies needed to address socio-economic and cultural concerns in protected areas and managed conservation areas;</p> <p>3. Gathers and consolidates accomplishment reports on socio-economic and cultural concerns in protected area management and managed conservation areas; and</p> <p>4. Assists in the validation and provides inputs on the monitoring reports on socio-economic and cultural concerns in protected area management.</p>	<p>Analyzes relevant information and prepares initial draft recommendation on the management of socio-economic and cultural concerns to address sustainable production and consumption of resources in protected areas</p> <p>1. Provides preliminary analysis and prepares initial draft recommendations on applicable policies needed to address socio-economic and cultural concerns in protected areas and managed conservation areas;</p> <p>2. Organizes and provides preliminary analysis on socio-economic and cultural concerns in protected area management and managed conservation areas;</p> <p>3. Validates and provides preliminary analysis on the monitoring reports on socio-economic and cultural concerns in protected area management and managed conservation areas; and</p> <p>4. Documents good practices and cultural concerns in relation to protected area management.</p>	<p>Formulates and drafts recommendations in the management of socio-economic and cultural concerns to address sustainable production and consumption of resources in protected areas</p> <p>1. Evaluates and refines initial draft recommendations on applicable policies needed to address socio-economic and cultural concerns in protected areas and other managed conservation areas;</p> <p>2. Reviews and provides comments and recommendations/technical guidance on socio-economic and cultural concerns in protected area management; and</p> <p>3. Evaluates and replicates the documented good practices and cultural concerns in other areas within his AOR and acts as Resource Person on this competency.</p>	<p>Evaluates and recommends the approval of the management of socio-economic and cultural concerns to address sustainable production and consumption of resources in protected areas</p> <p>1. Evaluates draft and provides final recommendations on applicable policies needed to address socio-economic and cultural concerns highlighting indigenous knowledge system (IKS) in protected areas and other managed conservation areas; and</p> <p>2. Reviews and provides final recommendations/ technical guidance on socio-economic and cultural concerns in protected area management.</p>



PO3 - CONSERVATION AND MANAGEMENT OF WILDLIFE SPECIES AND THEIR HABITATS

The ability required in the development and implementation of policies, plans, projects and programs for the conservation and protection of wildlife, specially threatened species including their habitats, as well as strengthening enforcement of wildlife laws, rules and regulations to promote sustainable use of wildlife resources and prevent species extinction.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Gathers and organizes, relevant scientific information/data, standards, relevant policies on wildlife conservation and management in support of developing wildlife conservation policies, plans, and programs and other interventions.</p>	<p>Analyzes and translates relevant scientific information/data, standards into draft policies, plans and programs, other measures on wildlife protection and conservation; provides initial recommendations on management interventions to address emerging issues and threats to wildlife species (e.g. Human-wildlife conflict and zoonotic diseases, etc), and to enhance strategies on sustainable use of wildlife resources.</p>	<p>Evaluates and/or initiates development of policies, guidelines, plans and programs, and other measures on wildlife protection and conservation, and sustainable use, as well as recommend science-based and legally sound management interventions to address emerging issues and threats to wildlife species (e.g. Human-wildlife conflict, zoonotic diseases, etc), and to enhance strategies on sustainable use of wildlife resources and wildlife law enforcement.</p>	<p>Provides overall guidance in the development and implementation of science-based and legally sound policies, plans and programs on wildlife protection and conservation, including other management interventions/measures to address emerging issues and threats to wildlife species, and to enhance sustainable use of wildlife resources and wildlife law enforcement.</p>
<ol style="list-style-type: none">1. Gathers and organizes wildlife/biodiversity data/information needed in drafting policies, plans and programs;2. Identifies species of flora and fauna and knowledgeable of their biology and ecology;3. Is knowledgeable on the application of wildlife field research, survey and monitoring techniques, including measurement of biodiversity indices, handling and capture of wildlife;4. Has basic knowledge on wildlife laws and other biodiversity related policies,	<ol style="list-style-type: none">1. Analyses data/information, identifies and translates issues and concerns into draft policies, guidelines, programs, and projects on wildlife conservation;2. Assists in the assessment of conservation status of species of flora and fauna based on set criteria;3. Provides technical assistance in the conduct of wildlife field surveys, monitoring and biodiversity assessment, conservation partners and office clients, including regulatory advice;4. Assists in the development of national	<ol style="list-style-type: none">1. Leads the drafting of policies, guidelines, plans, projects, and programs on the protection and sustainable use of wildlife resources taking in to account relevant laws, national development plans and directives, and international guidelines and frameworks under various Multilateral Environmental Agreements;2. Assesses conservation status of flora and fauna based on national and international criteria, initiates peer review with scientific experts and draft corresponding policy on the national list of threatened species;	<ol style="list-style-type: none">1. Finalizes and endorses proposed policies, plans, programs, and recommends new strategies and interventions to strengthen conservation, protection, and sustainable use of wildlife resources taking in to account relevant laws, national development plans, directives, and international guidelines and frameworks under various Multilateral Environmental Agreements;2. Recommends the adoption of national list of threatened species;3. Provides direction and mobilizes resources in the development and

<p>including basic understanding on international frameworks related to biodiversity conservation;</p> <p>5. Maintains and update database on flora and fauna;</p> <p>6. Communicates/ liaises with government agencies and stakeholders;</p> <p>7. Assist in organizing meetings and workshops, etc.;</p> <p>8. Assists in monitoring the implementation of plans, projects and programs;</p> <p>9. Prepares simple and routine letters, memoranda, and CSW; and</p> <p>10. Assists in the preparation of educational materials, publications, technical papers on wildlife conservation.</p>	<p>species conservation plans (population and habitat restoration/rehabilitation and population recovery), and other relevant action plans and strategies (management of critical habitats on threatened species);</p> <p>5. Organizes the maintenance of flora and fauna database and facilitates proper dissemination to stakeholders and the public as well as ensure accessibility of such database through appropriate platforms;</p> <p>6. Initiates networking and partnership with stakeholders and prepares necessary supporting documents such as partnership agreements and the like;</p> <p>7. Organizes meetings, workshops and similar activities in accordance with acceptable standards and existing procurement rules and regulations;</p> <p>8. Monitors and evaluates implementation of plans, projects and programs, and strategies, including management of protected area and provides recommendations to enhance their implementation;</p> <p>9. Prepares complex communications, CSW and the like;</p> <p>10. Prepares technical papers, information materials, publications on wildlife conservation; and</p> <p>11. Assists in the preparation of work and financial plan to implement wildlife conservation</p>	<p>3. Carries out capacity building programs on the implementation of policies, plans, programs, strategies on wildlife conservation including enforcement of wildlife laws, rules and regulations, and related Environment and Natural Resource;</p> <p>4. Facilitates the implementation of species conservation plans (population and habitat restoration/rehabilitation and population recovery), and other relevant action plans and strategies (management of critical habitats on threatened species);</p> <p>5. Facilitates the enhancement of flora and fauna database and its accessibility to the public;</p> <p>6. Assists in the local networking to mobilize resources and enhance multi-sectoral participation and support in the conservation of wildlife resources;</p> <p>7. Facilitates/serves as resource person during meetings, workshops and similar activities;</p> <p>8. Facilitates M & E on the implementation of plans, projects and programs, and strategies, including management of critical habitats; and</p> <p>9. Leads the preparation of Section/ Division work and financial plan.</p>	<p>implementation of capacity building programs on the implementation of policies, plans, programs and strategies on the conservation of wildlife resources, including enforcement of wildlife laws, rules and regulations;</p> <p>4. Reviews and recommends for adoption species action plans;</p> <p>5. Provides directions and recommend measures to enhance wildlife related databases;</p> <p>6. Initiates national and international networking to mobilize resources and enhance multisectoral participation and support in the conservation of wildlife resources;</p> <p>7. Initiates/recommends convening of meetings/ workshops as part of development process of division outputs to discuss issues or resolve conflicts, etc.;</p> <p>8. Reviews and finalizes M & E on the implementation of plans, projects and programs, and strategies on wildlife conservation and protection, including management of critical habitats and wildlife enforcement;</p> <p>9. Finalizes and endorses for approval wildlife permits that are compliant to procedures and requirements;</p> <p>10. Participates in high level negotiations on the development of policies affecting wildlife and biodiversity management, including international negotiations on the development of global wildlife and</p>
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		biodiversity frameworks and guidelines under multilateral Environmental Agreements; and 11. Recommends division level approved Work and Financial Plan.
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PO4 - ECOTOURISM DEVELOPMENT AND MANAGEMENT

The ability required for the planning and management of ecotourism activities and infrastructure in protected areas and other conservation areas, including specific techniques in site assessment, visitor site planning, sustainable infrastructure, visitor management, monitoring and evaluation, and addressing ecotourism impacts.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Gathers and compiles relevant information and applicable policies and standards needed in ecotourism planning which includes assessment of potential ecotourism sites and products/enterprises, and in the formulation of ecotourism development plan.	Organizes information and prepares initial draft recommendations on ecotourism development activities including the management of visitors and resources in specific ecotourism sites, and the infrastructure and products/ enterprises development based on ecotourism standards.	Evaluates and reviews initial draft recommendations on ecotourism development activities including the management of visitors and resources, infrastructure and products/enterprises development, and impacts in specific ecotourism sites.	Evaluates and reviews draft and provides final recommendations on appropriate ecotourism development activities, infrastructure and products/enterprises development and impacts in specific ecotourism sites.
<ol style="list-style-type: none">1. Understands the concept of ecotourism based on policies and accepted concepts;2. Has knowledge on government policies on ecotourism and other relevant studies on ecotourism and enterprise development;3. Prepares initial draft on cases referred on ecotourism development and management; and4. Gathers relevant information on ecotourism development and management.	<ol style="list-style-type: none">1. Evaluates ecotourism planning and management including assessment tools, management strategies, and carrying capacity;2. Organizes information and prepares recommendations on the planning and management of ecotourism sites based on existing government policies and relevant studies;3. Organizes inputs on cases referred on ecotourism development and management;4. Organizes information and prepares initial draft recommendations based on applicable policies for ecotourism development and management;	<ol style="list-style-type: none">1. Recommends and initiates drafting of policies on ecotourism development and management, including carrying capacity, and the tools on ecotourism impact assessment;2. Evaluates and reviews recommendations on planning and management of ecotourism sites based on existing government policies and relevant studies;3. Evaluates and reviews initial draft on ecotourism development and management;4. Evaluates and reviews initial draft recommendations based on applicable policies for ecotourism development	<ol style="list-style-type: none">1. Finalizes recommended actions in resolving challenges on ecotourism development consistent with laws, policies, and standards;2. Provides final recommendations and guidance on policies and standards on ecotourism development activities, infrastructure and products/enterprises development and impacts in specific ecotourism sites;3. Evaluates and provides final recommendations on cases referred on ecotourism development and management;4. Evaluates and reviews draft and provides final recommendations based

	<p>5. Organizes and provides preliminary analysis on accomplishment reports on ecotourism development and management; and</p> <p>6. Validates and provides preliminary analysis on the monitoring reports on ecotourism development and management.</p>	<p>and management;</p> <p>5. Provides comments and recommendations/technical guidance on ecotourism development and management;</p> <p>6. Provides recommendations on the monitoring reports on ecotourism development and management; and</p> <p>7. Provides technical assistance on ecotourism development and management.</p>	<p>on applicable policies on ecotourism development and management;</p> <p>5. Reviews and provides final recommendations /technical guidance on ecotourism development and management;</p> <p>6. Reviews and provides final recommendations /technical guidance on ecotourism development and management; and</p> <p>7. Reviews final recommendations on the monitoring reports on ecotourism development and management.</p>
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PO5 - NATURAL RESOURCES ASSESSMENT – BIOLOGICAL & PHYSICAL

The ability to undertake to inventory and assessment of biological and physical resources whether in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Conducts preliminary thematic review and analysis of reports on the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.</p> <p>1. Has basic knowledge on the identification of species and different ecosystem types of flora and fauna and their conservation status;</p> <p>2. Has basic knowledge on the conduct of inventory and assessment of biological and physical resources including ecosystems services; and</p> <p>3. Assists in the analysis of biophysical resources inventory/assessment.</p>	<p>Collates and consolidates the preliminary thematic reviews; provides analysis and initial recommendations regarding the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.</p> <p>1. Evaluates and provides preliminary analysis of the submitted list of species of flora and fauna (results of inventory and assessment) and their conservation status, including the unique characteristics and ecological services of ecosystems types/ habitats;</p> <p>2. Consolidates and provides initial review on the results of assessment on biodiversity, vulnerability and threats;</p> <p>3. Drafts/updates the biophysical resources inventory/assessment tools and techniques on Protected Areas based on the compiled/ consolidated reports;</p> <p>4. Applies logical and organizational skills in the consolidation of results of analysis of resource assessment.</p>	<p>Evaluates the consolidated review report including the recommendations and comes up with policy recommendations on the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves;</p> <p>1. Validates and analyzes the submitted list of flora and fauna, and their conservation status, including the unique characteristics and ecological services of ecosystems types/ habitats and prepares initial recommendations;</p> <p>2. Reviews and analyzes the results of assessment on biodiversity, vulnerability and threats;</p> <p>3. Reviews the draft biophysical resources inventory/assessment tools and techniques on Protected Areas based on the compiled/ consolidated reports; and</p> <p>4. Reviews the results of evaluation of inventory and assessment reports, as well as the recommendations.</p>	<p>Provides overall guidance; Reviews the result of the analysis and finalizes the policy recommendations on the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.</p> <p>1. Finalizes the proposed management interventions for species conservation/ habitat management;</p> <p>2. Reviews and provides final recommendations based on the results of assessment on biodiversity, vulnerability and threats;</p> <p>3. Finalizes the draft biophysical resources inventory/assessment tools and techniques on Protected Areas based on the compiled/ consolidated reports); and</p> <p>4. Reviews and provides final recommendations /technical guidance on biophysical resources inventory/assessment.</p>



PO6 - PROTECTED AREA/CRITICAL HABITAT POLICY, PLANNING AND MANAGEMENT

The ability required to assess biological resources and unique physical and cultural diversities including their associated threats and potentials; develop, implement and monitor plans, policies and programs for their sustainable use and protection in partnership with the local stakeholders. It also covers the higher-level specific skills required for modern protected area and critical habitat management.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the development, implementation and monitoring of PA/critical habitat management activities	Implements PA planning and management activities	Supervises the development, implementation and monitoring of PA/critical habitat management plans, policies and programs	Formulates, recommends and monitors PA and critical habitat management plans, policies and programs for their sustainable use and protection in partnership with the local stakeholders
1. Understands biodiversity conservation and relevant legislations and policies.	1. Implements, monitors and updates on PA planning.	1. Coordinates design of protected areas zoning system to meet conservation and development objectives; 2. Manages the process of PA boundaries formalization and management zoning; 3. Negotiates local agreements and encourage local participation in community-based protection to support management of the PA and critical habitat; and 4. Implements General Management Plan Strategy (GMPS).	1. Formulates and recommends national and international policies for biodiversity conservation and protected area management; and 2. Develops and implements alternative protected area management systems.



PO7 - IMPLEMENTATION OF PROTECTED AREA POLICIES

The ability to formulate plans and policies on resources and unique physical and cultural diversities including their associated threats and potentials; develop, implement and monitor plans, policies and programs for their sustainable use and protection. It also covers the higher-level specific skills required for modern protected area and critical habitat management.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in policy development, implementation and monitoring of PA/critical habitat management activities	Provides inputs and recommendations to PA/critical habitat policy, planning and management activities	Leads the planning, development, implementation and monitoring of PA/critical habitat management plans, policies and programs	Formulates, recommends and monitors PA and critical habitat management plans, policies and programs for their sustainable use and protection in partnership with the local stakeholders
1. Understands biodiversity conservation and relevant legislations and policies.	1. Understands the role/planning process and provides inputs in the preparation of the management plan; and 2. Knows the importance and use of specific data for policy and planning.	1. Provides recommendations on PA management plans including the management zone to meet conservation and development objectives; and 2. Formulates policy recommendations based on the analysis of current situation.	1. Formulates and recommends national and international policies for biodiversity conservation and protected area management; and 2. Develops and implements alternative protected area management systems.



PO8 - PROTECTED AREA, CRITICAL HABITAT, CAVES, AND WILDLIFE LAW ENFORCEMENT

The ability to undertake inventory and assessment of biological and physical resources whether in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Conducts preliminary thematic review and analysis of reports on the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.	Collates and consolidates the preliminary thematic reviews; provides analysis and initial recommendations regarding the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.	Evaluates the consolidated review report including the recommendations and comes up with policy recommendations on the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves;	Provides overall guidance; Reviews the result of the analysis and finalizes the policy recommendations on the inventory and assessment of biological and physical resources in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves.
1. Has keen attention to distinguish differences between species and varieties of flora and fauna and the unique characteristics of ecosystem types; 2. Has general knowledge on the conduct of inventory and assessment of biological and physical resources whether in terrestrial or aquatic ecosystems including wetlands and marine ecosystems, and caves; 3. Possesses adequate technical knowledge on law enforcement policies; 4. Gathers and compiles pertinent information on cases referred on PA management; 5. Possesses adequate technical	1. Identifies species of flora and fauna and their conservation status, and the type of the local ecosystem; 2. Has good knowledge in the conduct of RBI, BMS, BAMS, and PASA; 3. Has good logical and organizational skills needed in the consolidation of comments and recommendations on PA/CH and caves, wetlands and other ecosystems and wildlife law enforcement; 4. Organizes information and prepares initial draft recommendations on cases referred on PA management; 5. Has good logical and organizational skills needed;	1. Cross-checks and verifies the submitted list of flora and fauna to come up with appropriate recommendations; 2. Leads the conduct of RBI, BMS, BAMS, and PASA; 3. Has expertise in reviewing the results of evaluation of PA/CH and caves, wetlands and other ecosystems and wildlife law enforcement; 4. Evaluates and reviews initial draft recommendations on cases referred on PA management; 5. Reviews the results of law enforcement in protected areas, CH and Caves, as well as the recommendations; 6. Reviews and provides comments and	1. Confirms the submitted list of flora and fauna, and finalizes the recommendations; 2. Leads and provides guidance in the conduct of BMS, BAMS, RBI and PASA; 3. Has wider expertise on the implications of information PA/CH and caves, wetlands and other ecosystems and wildlife law enforcement; 4. Evaluates and reviews draft and provides final recommendations on cases referred on PA management; 5. Takes charge of the analysis and reviews implications of law enforcement in protected areas, CH and Caves; 6. Reviews and provides final

<p>knowledge needed in the analysis of law enforcement in protected areas, CH and Caves;</p> <p>6. Gathers and consolidates accomplishment reports on law enforcement in protected areas, CH and Caves; and</p> <p>7. Assists in the validation and provides inputs on the monitoring reports on law enforcement in protected areas, CH and Caves.</p>	<p>6. Organizes and provides preliminary analysis on law enforcement in protected areas, CH and Caves; and</p> <p>7. Validates and provides preliminary analysis on the monitoring reports on law enforcement in protected areas, CH and Caves.</p>	<p>recommendations/technical guidance on law enforcement in protected areas, CH and Caves; and</p> <p>7. Reviews and provides recommendations on the monitoring reports on law enforcement in protected areas, CH and Caves.</p>	<p>recommendations /technical guidance on law enforcement in protected areas, CH and Caves; and</p> <p>7. Reviews and provides final recommendations on the monitoring reports on law enforcement in protected areas, CH and Caves.</p>
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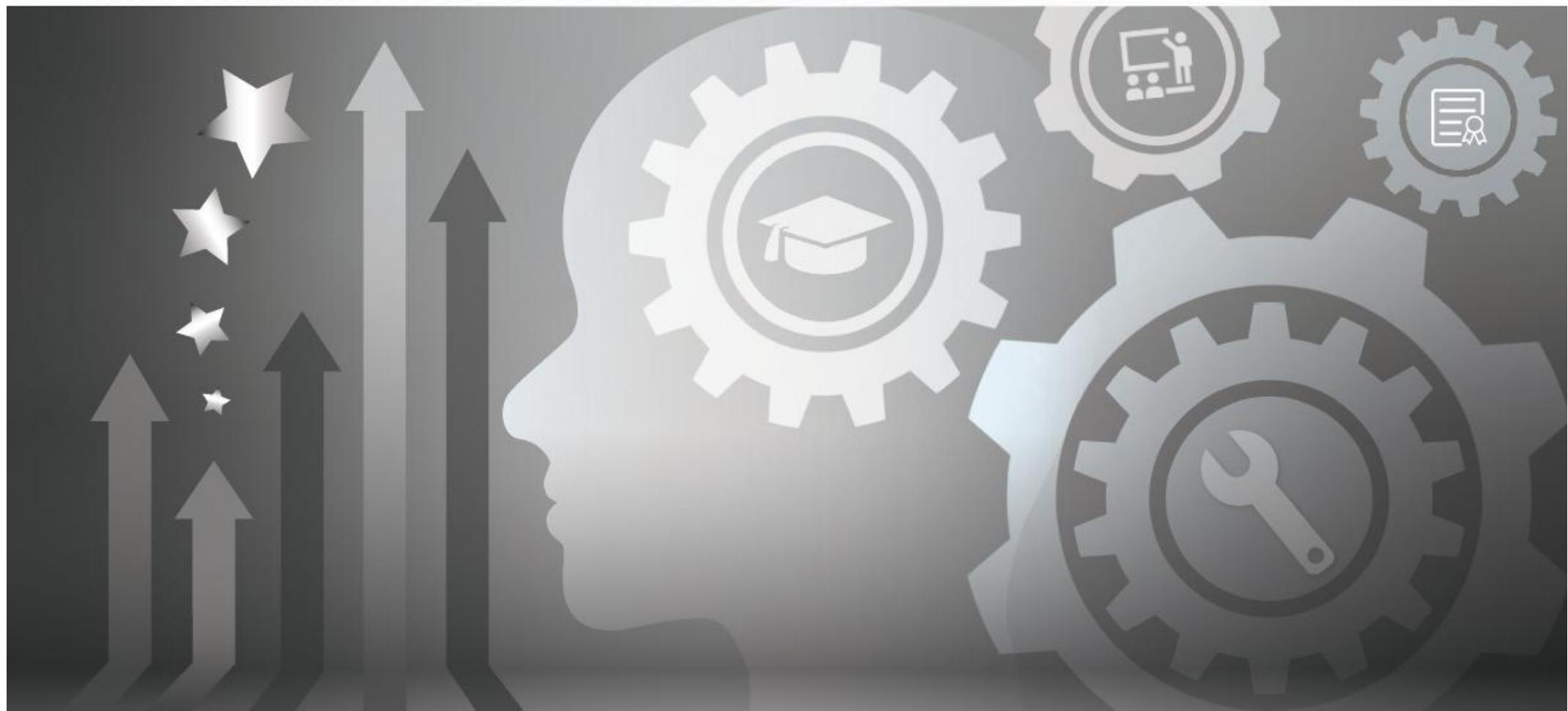


Department of Environment and Natural Resources

COMPETENCY-BASED MANUAL

20
25

Provincial and Community Environment and Natural Resources Office



PCP1 – PLANNING AND PROGRAMMING



The ability required to:

- determine/scheme/strategy to come up with specific projects/activities that will be implemented in a given period in accordance with the Department's thrust priorities, and budget appropriation.
- evaluate the operations activities using output/outcome indicators towards achieving the mandate of the DENR.
- formulate criteria for determining priorities for proposed projects and selects the appropriate programs/projects/activities for funding and execution.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of planning and programming activities in the PENRO	Consolidates and reviews the PENRO Work and Financial Plans (WFPs)	Organizes the preparation of the PENRO operational plans	Leads the preparation of PENRO strategic and operational plans.
<p>1. Knowledge on the President's thrusts and priorities, including DENR and regional thrusts and priorities;</p> <p>2. Has the knowledge on DENR's mandate, vision, mission, functions and specific PPAs of each unit/office based on Major Final Outputs (MFOs); and</p> <p>3. Knows basic planning concepts and processes in making operational plans for a work group e.g., scheduling, budgeting; project plans or plans for a function/ department.</p>	<p>1. Prepares Work and Financial Plan in support of the DENR PENRO thrusts and priorities in accordance with approved/existing guidelines;</p> <p>2. Reviews and consolidates the work and financial plan of the PENRO and CENROs and recommends necessary revisions;</p> <p>3. Prepares PENRO budget proposal in accordance with the budget call;</p> <p>4. Arranges with the CENROs operating units regarding queries and conveys complex instructions or information accurately; and</p> <p>5. Identifies priority programs of the DENR.</p>	<p>1. Implements/adopts programming/reprogramming guidelines for WFP preparation;</p> <p>2. Adopts necessary formats and templates for a more effective way in the review and consolidation of reports as provided by the Regional Office;</p> <p>3. Makes presentations to Regional Office on proposed budget of the PENRO and other plans and projects;</p> <p>4. Identifies opportunities and problems in the medium term and the resources and activities to deal with them;</p> <p>5. Prepares Provincial Development/Investment Plan – ENR component in line with National Agenda and NEDA's Guidelines;</p>	<p>1. Develops new ideas, approaches in planning, responsive to the changing needs of the DENR and its stakeholders;</p> <p>2. Serves as resource person in dealing with planning issues; and</p> <p>3. Recommends appropriate interventions in the use of resources to meet strategic goals.</p>

		<ul style="list-style-type: none">6. Facilitates the preparation and review of WFP/Budget Proposal in line with MFOs and priority thrusts; and7. Provides technical assistance to provincial operations in initiating different activities to achieve desired output/outcome.	
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PCP2 – MONITORING AND EVALUATION

The ability to coordinate with different CENROs and other operating units of the province on the progress of ENR programs and projects in accordance with approved priority areas; to formulate and implement standards and criteria for program/project identification, prioritization and implementation; to evaluate and assess periodically performance reports and project implications; and to prepare periodically monitoring and evaluation reports of the ENR programs and projects



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of monitoring and evaluation of DENR-PENRO programs and projects	Conducts monitoring and evaluation of all DENR-PENRO programs and projects	Leads the preparation of monitoring and evaluation reports of all DENR-PENRO programs and projects	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the development and implementation of the monitoring and evaluation of all DENR-PENRO programs and projects
<ol style="list-style-type: none">1. Has basic knowledge of ENR priority areas, programs and projects, MFOs;2. Has basic understanding of M&E principles and processes;3. Consolidates/prepares monitoring/performance reports of ENR programs and projects;4. Coordinates with different CENROs regarding the progress of ENR programs and projects; and5. Updates and maintains provincial database on ENR programs and activities.	<ol style="list-style-type: none">1. Prepares comprehensive reports on the implementation of DENR programs and projects based on requirements of DENR units/offices and other appropriate government agencies;2. Identifies problems encountered in field implementation; and3. Assists in the conduct of Regional Annual Performance Assessment.	<ol style="list-style-type: none">1. Reviews and edits assessment reports on the implementation of DENR programs and projects vis-à-vis financial utilization;2. Prepares monitoring and evaluation design on selected ENR programs and projects;3. Reviews and finalizes the draft monitoring and evaluation design on selected ENR programs and projects; and4. Conducts impact studies of selected ENR programs and projects.	<ol style="list-style-type: none">1. Directs and oversees the monitoring and evaluation of all the ENR projects and programs;2. Provides inputs in the preparation of policy papers on monitoring and evaluation; and3. Recommends measures that will effectively address the performance gaps identified.

PCP3 - STATISTICAL COORDINATION AND DATA RESEARCH



The ability to collect, analyze, and disseminate quality and timely Environment and Natural Resources (ENR) data/information to internal and external clients and maintain such for efficient and effective development planning, policy formulation and decision-making purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of statistical coordination and data research activities	Conducts statistical coordination and data research activities	Leads the conduct of statistical coordination and data research activities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of statistical coordination and data research activities
<ol style="list-style-type: none"> 1. Knows fundamentals of Basic Statistics (e.g. measures of central value; projection and forecasting, techniques); 2. Organizes ENR data/statistics and present them in statistical tables, graphs, charts and statistical maps; 3. Entertains queries on ENR statistics to internal and external clients; 4. Updates and consolidates CENROs data and information necessary in the implementation of ENR programs/projects and activities; and 5. Arranges with statistical coordinators of the different CENROs on statistical concerns (e.g. plans and programs, activities, statistical reports etc.). 	<ol style="list-style-type: none"> 1. Provides technical assistance to internal and external clients on ENR statistical matters; 2. Prepares the corresponding materials/documents statistical assessment workshops and meetings; 3. Monitors and controls schedules on statistical procedures in the collection, processing and analysis of ENR data; 4. Maintains and updates ENR statistical database system and other statistical software as basis for evaluation and assessment on the rating of timeliness and completeness of statistical reports; 5. Applies the appropriate statistical tools and techniques, interpret and analyze ENR data in aid of planning and policy formulation; and 6. Identifies problem areas and 	<ol style="list-style-type: none"> 1. Identifies appropriate statistical program/project/activities to be undertaken in line with the Department's priority thrusts; 2. Prepares project proposals on ENR statistics for funding and implementation of project activities; 3. Reviews and assesses integrated statistical development plans and programs submitted by the different CENROs; 4. Organizes the preparation, packaging and dissemination of DENR statistical profiles, reports to various clientele and Calendar of Events for regular submission to Regional Office; and 5. Reviews consolidated ENR data/information for publication and report. 	<ol style="list-style-type: none"> 1. Directs, supervises and coordinates statistical activities and other statistical concerns of DENR; 2. Initiates and recommends statistical trainings to enhance statistical manpower capability; and 3. Serves as resource person on this competency.

	recommend procedures for the effective and efficient collection, compilation and presentation of required data.	
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PCIS1 - WEB DEVELOPMENT

The ability to undertake web development, design, installation and maintenance.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Provides support to/ assists in web development, design, installation and maintenance activities	Conducts activities in web development, design, installation and maintenance	Leads the conduct of web development, design, installation and maintenance activities	Validates and approves results of web development, design, installation and maintenance activities
<ol style="list-style-type: none">1. Is familiar in basic concepts of web development, troubleshooting and maintenance;2. Knows the complete life cycle methodology for web development: planning, analysis, design, implementation, promotion, and innovation;3. Knows computer graphic designs; and4. Monitors and updates DENR websites with supervision.	<ol style="list-style-type: none">1. Applies the complete life cycle methodology for web development: planning, analysis, design, implementation, promotion, and innovation;2. Monitors effectively and efficiently PENRO website; and3. Conceptualizes, designs and produces art and copy layouts for materials to be presented by visual communication media through web.	<ol style="list-style-type: none">1. Performs web design and development, professional web applications and e-commerce solutions development for the organization;2. Handles web project of any complexity and duration;3. Enhances corporate website by designing templates for website features and prepare sketches or images, drawing samples or creates screen layout using Dreamweaver, PDF Adobe Reader, Swish, Flash (Advance), HTML (code) and Adobe Photoshop through web according to project needs;4. Prepares codes for web page without digging through the source, debugs problems in web pages quickly, and experiment with Dream weaver without editing the actual page;5. Conceptualizes and builds the DENR's	<ol style="list-style-type: none">1. Develops/innovates policies and procedures regarding performance and maintenance of DENR website.

		<p>intranet through drafts, design revision, template-making; and by coordinating with point persons for corrections and updates to ensure a corporate-looking, informative and user-friendly interface;</p> <p>6. Acts as a resource person on web design, development and maintenance; and</p> <p>7. Guides and teaches others in web development.</p>	
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PCIS2 - NETWORK SYSTEMS MANAGEMENT



The ability to install, maintain, and modify operating systems, database management systems, utilities, and related software. It includes ensuring the availability, integrity and reliability of assigned systems; primarily responsible for large-scale operating systems and database management systems that typically serve the entire organization.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Provides support to/ assists in installing, maintaining, and modifying operating systems, database management systems, utilities, and related software</p> <ul style="list-style-type: none"> 1. Knows the basic concepts of server and storage hardware configuration, management and maintenance; 2. Assists in the maintenance and administration servers and storage; 3. Conducts basic training to users in server and storage operations and responds to routine user questions; and 4. Closes out trouble tickets assigned and follows up to ensure user satisfaction. 	<p>Conducts activities in installing, maintaining, and modifying operating systems, database management systems, utilities, and related software</p> <ul style="list-style-type: none"> 1. Institutes, implements and monitors compliance with ICT network security guidelines and procedures; 2. Administers, secures and maintains application systems including its software and web-based electronic services; 3. Sets-up and maintains system access privileges and security; 4. Maintains the DENR's intranet; 5. Undertakes systems management, troubleshooting and maintenance; and 6. Monitors and evaluates network infrastructure hardware and software compatibility and interoperability. 	<p>Leads the conduct of and reviews/ verifies results of systems management activities</p> <ul style="list-style-type: none"> 1. Is responsible for the management, planning and operations of servers/ storage; 2. Is responsible for the setup, maintenance, and administration of connectivity and ensures they meet Service Level Agreement (SLA) performance and uptime standards; 3. Assists in planning for future growth, expansion and development of systems infrastructure; and 4. Performs periodic disaster recovery testing and planning. 	<p>Validates and approves results of systems management activities</p> <ul style="list-style-type: none"> 1. Develops/innovates policies and procedures regarding performance and usage of the Information System Infrastructure of the organization.



PCIS3 - INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) RESOURCE MANAGEMENT

The ability to formulate, recommend and monitor the implementation of ICT and Information Management (IM) policies, strategies and standards



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Performs basic computer HW, SW and NW configuration and maintenance	Monitors and maintains the condition of HW, SW, NW and peripherals	Leads in planning, design, installation and maintenance of ICT resources; and leads support to ICT research and development	Plans, organizes and reviews ICT resources, projects and activities
<ol style="list-style-type: none">1. Knows the basic IT policies, standards and strategies for improved ICT management; and2. Reviews and evaluates proposals on ICT-related projects and programs of PENRO and CENROs.	<ol style="list-style-type: none">1. Conducts relevant research studies to improve the information and technology management of the PENRO;2. Rationalizes the procurement and distribution of ICT resources;3. Conducts computer literacy and ICT retooling programs; and4. Conducts ICT information campaign, promotion and advocacy.	<ol style="list-style-type: none">1. Reviews and evaluates proposals on ICT-related projects and programs of PENRO and CENROs;2. Formulates and recommends human resource management strategy to acquire, develop, retool and retain ICT skills and capabilities;3. Monitors, evaluates and audits implementation of major ICT programs, projects and significant activities, in coordination with concerned offices; and4. Ensures the integration of information management in all operations of the Department towards the development of a culture that embraces ICT and IM within DENR.	<ol style="list-style-type: none">1. Sets standards, policies and procedures relating to ICT and IM;2. Conducts system audits to ensure compliance with latest ICT standards; and3. Conducts periodic review and promotes ICT policies and standards.



PCFM1 - GENERAL ACCOUNTING

The ability to record classify and summarize agency's financial transactions; and interpret the results thereof through various reports and analysis which serves as a basic tool for management in making decisions toward achieving the agency's goals and objectives.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Records, classifies and summarizes DENR's financial transactions	Analyzes and interprets DENR's financial transactions	Reviews schedules, plans, work procedures and organizes processes in gathering financial information needed for the completion of the reports	Evaluates DENR's financial reports as well as accounting procedures and methods
<ol style="list-style-type: none">1. Processes disbursement vouchers, payrolls and other claims to verify accuracy, completeness and validity of claims;2. Records, classifies and summarizes financial transactions and events in accordance with generally accepted accounting principles;3. Prepares subsidiary ledger and schedule of accounts per trial balance;4. Applies a working knowledge of applicable laws and regulations;5. Prepares remittances to other concerned offices;6. Uses various accounting software applications;7. Prepares bank reconciliation statements; and	<ol style="list-style-type: none">1. Evaluates and analyze all transactions in the books of Accounts as per eNGAS accurately;2. Evaluates, verifies and analyzes account balances;3. Maintains inter-agency accounts, reconciles and makes necessary adjustments;4. Verifies documents/ reports for completeness in compliance with government and various oversight agencies;5. Reconciles sub-ledgers to the general ledger and resolves differences;6. Adjusts reconciling items promptly;7. Prepares financial reports to Regional Office, Central Office, DBM and COA; and	<ol style="list-style-type: none">1. Leads the review of schedules, plans, work procedures and organizes processes in gathering financial information needed for the completion of the reports;2. Administers the maintenance of eNGAS;3. Evaluates the compilation, preparation and presentation of annual financial reports;4. Designs, updates and maintains accounting reports on financial system and operations;5. Monitors and confirms the accomplishment of financial reports; and6. Prepares compliance and justification on audit observation memorandum (AOM) and annual audit report (AAR).	<ol style="list-style-type: none">1. Works with technical team of accounting systems in designing and implementing changes in the system and reports;2. Analyzes financial transactions/statements as inputs for management policy formulation and decision making;3. Evaluates accounting procedures and methods and recommends changes in internal procedures as needed;4. Communicates with other government agencies and banking institutions regarding financial matters; and5. Reviews and analyze the compliance and justification on AOM and AAR.

8. Prepares schedule of accounts per trial balance.	8. Prepares reports on income, disbursement reports and PBB requirements to Regional Office, Central Office, DBM and COA.		
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PCFM2 - BUDGET PREPARATION

The ability to determine the financial requirement to implement programs and projects of the Department.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in budget preparation activities to determine the DENR's financial requirement	Prepares/consolidates the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations	Leads in the preparation/ consolidation of the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations	Facilitates the preparation/ consolidation of the budget of all the offices/divisions in DENR in accordance with existing DBM and agency rules and regulations
<ol style="list-style-type: none">1. Prepares financial plan for budget and budget proposals based on the formulated guidelines;2. Prepares and computes special budget request covering terminal leave benefits and other personnel benefits accurately; and3. Prepares budget reports to Regional Office and DBM.	<ol style="list-style-type: none">1. Reviews and consolidates budget proposals submitted by Divisions and CENRO;2. Reviews and consolidate the data contained in the budgetary forms;3. Conducts comparative analysis of current budget proposals vis-à-vis prior years' budget;4. Understands the guidelines and provides information on budgetary forms related to plans and programs of the agency; and5. Addresses basic questions/ clarifications regarding budget preparation guidelines and procedures to the concerned offices/ divisions.	<ol style="list-style-type: none">1. Analyzes budget proposals over and above the budget ceiling;2. Evaluates and justify increase and/or decrease on the budget proposals vis-à-vis prior years' budget;3. Evaluates /refines justifications for budget proposals; and4. Implements needed budget revisions.	<ol style="list-style-type: none">1. Provides strategic directions, factors and considerations in the preparation of the budget plan in line with the major thrust of the Administration; and2. Facilitates the preparation of the budget proposals of the entire agency and other concerned offices / divisions.



PCFM3 - BUDGET ADMINISTRATION AND CONTROL

The ability to allocate government funds by program/project/activities. It presents the plan of the agency's financial operations for a period and through records and summaries, provides comparisons of actual operations with the predetermined plan/targets. It is a combination of planning and controlling the financial aspect of the agency's operations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the preparation of budget allocation of departments/divisions	Performs budget administration and control activities	Leads in the conduct of budget administration and control activities	Prepares plans and programs and formulates policy recommendations for budget administration and control activities of DENR's operations
<ol style="list-style-type: none">1. Processes documents for obligation in accordance with the work and financial plans (WFP);2. Identifies budget allocations based on the WFP;3. Knows basic operations of the offices/projects handled as it relates to their budget allocations; and4. Records and control allotment for PENRO and CENROs.	<ol style="list-style-type: none">1. Checks claims for adherence to checklist/s on budgetary requirements and completeness of supporting documents promptly;2. Identifies appropriate allotment charging of claims;3. Gives advice to the office concerned relative to budgetary control;4. Prepares obligation and balances based on allotment;5. Reconciles monthly statement of allotment, obligation and balances with concerned office; and6. Prepares financial report of operations for submission to various agencies.	<ol style="list-style-type: none">1. Evaluates and identifies cost efficiency of various units' budget utilization;2. Applies and monitors budgetary impositions on the DENR's budget;3. Communicates balances and charges with the offices/ projects handled regularly;4. Evaluates the completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations;5. Evaluates the impact in the operations if overspending occurred and recommends possible interventions; and6. Evaluates /analyzes and transmits to DBM requests for special budget.	<ol style="list-style-type: none">1. Analyzes financial performance with physical performance in accordance with the approved Work and Financial Plan;2. Discusses with the counterpart comptroller of the office concerned re findings in the control system;3. Evaluates statement of allotment, obligation and balances for decision making;4. Manages budgetary expenditures of the PENRO and CENROs;5. Analyzes Summary of Financial Report of Operations for submission to various agencies;6. Advises offices concerned on policies and procedures in the disbursement of allotment;

		<p>7. Evaluates and analyzes Financial Report of Operations related to cash utilizations and approved annual cash program for submission to various agencies;</p> <p>8. Oversees “performance” of the full time Delivery Units that will ensure implementation of programs and projects in accordance with the set timelines or targets and improve capacity to utilize budget; and</p> <p>9. Adopts the implementation of structural reforms (Public Financial Management) for a harmonized budget and accurate reporting, monitoring and evaluation of agency performance vs, plans and targets as basis for sound policy decision through:</p> <ul style="list-style-type: none"> • GAA as Release Document; • Unified Account Code Structure (UACS); • Integration of Performance-Informed Budget Structure in GAA; • Adoption of Philippine Public Sector Accounting Standards (PPSAS); and • PREXC – Program Expenditure Classification Approach
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PCFM4 - CASH MANAGEMENT

The ability to ensure proper safekeeping, receipt and disbursement of money. It includes counting of cash and keeping of financial records of cash transactions for accounting and auditing purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the discharge of cash management activities	Performs cash management activities	Leads in the discharge of cash management activities.	Prepares plans and programs and formulates recommendations on cash management.
<ol style="list-style-type: none">1. Collects payments from employees and clients and prepares daily Collection Reports;2. Releases and issues cheques to employees, suppliers and creditors, and prepares daily Disbursement Reports;3. Facilitates routing of checks to signatories for all transactions;4. Records and maintains cash and check registry book;5. Informs/Answers suppliers' and employees' queries and follow-ups regarding checks;	<ol style="list-style-type: none">1. Prepares, processes and ensures accuracy and propriety of checks for issuance;2. Maintains and records cash control;3. Posts and Indexes all office's payments;4. Maintains cash on hand ledger and petty cash and other cash advances;5. Prepares liquidation reports of all cash advances;6. Handles cash advances and petty cash fund; and7. Prepares monthly collection report.	<ol style="list-style-type: none">1. Reviews records and maintains cash registry book from all types of collection;2. Reviews collection and disbursement report;3. Reviews liquidation report accurately as per approved cycle time; and4. Reviews and maintain cash registry book from all types of collection.	<ol style="list-style-type: none">1. Monitors, reviews and assesses monthly collection and disbursement reports and recommends, if needed, appropriate actions;2. Transacts with banks re agency accounts; and3. Proposes recommendations to improve cash management activities.

PCAS1 - PROCUREMENT MANAGEMENT



The ability to procure goods and services in accordance with specification/s and delivery schedule.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Has basic skills / knowledge/ understanding on RA 9184 (Procurement Act) and e-procurement (PhilGEPS); and requires assistance to apply technical skills; and displays limited knowledge of technologies.</p> <ul style="list-style-type: none"> 1. Understand/knows the provisions of RA 9184 (Procurement Law) and e-procurement (PhilGEPS); 2. Prepares Project Procurement Management Plan (PPMP) & prepare with supervision; 3. Identifies technical specifications of goods and services required by end user; 4. Reviews purchase requisitions as to completeness of supporting documents; and 5. Canvasses/requests quotations from suppliers diligently. 	<p>Has Intermediate Skill/ Working Knowledge on RA 9184 and e-procurement; and applies limited technical skills and demonstrates limited knowledge of emerging technology (e.g. IT, processes, methodologies, etc.) on procurement management related activities.</p> <ul style="list-style-type: none"> 1. Consolidates PPMP, prepares APP; 2. Posts bid opportunities in the PhilGEPS and agency website accurately; 3. Prepares procurement documents in accordance with existing rules and policies; 4. Conducts market/supplier follow ups; 5. Receives and issues supplies promptly and conducts physical count of inventory of semi-expendable items accurately; 6. Posts awards and contract documents in the PhilGEPS and agency website accurately; 7. Prepares contract of services such as 	<p>Has Advanced Skills/ Extensive knowledge on RA 9184 and e-procurement; and consistently applies technical skills and adapts to emerging technology on procurement management related activities.</p> <ul style="list-style-type: none"> 1. Evaluates and review procurement process made in accordance with the approved APP; 2. Conducts market study/analysis of goods and services required; 3. Presides over or provides inputs in BAC Meetings; arranges meetings with stakeholders; 4. Evaluates and reviews cost/price analysis and applies accounting and auditing rules and regulations on procurement; 5. Evaluates submitted APP of the PENRO in conformance with existing standards and policies; 6. Guides subordinates in the application 	<p>Has Subject matter breadth/ depth/ expertise on RA 9184 and e-procurement; and consistently applies and synthesizes technical skills in authentic situations and extends skills to emerging technologies and problems on procurement management related activities.</p> <ul style="list-style-type: none"> 1. Formulates and champions strategies, policies and procedures on procurement management-related activities; 2. Plans and implement cost cutting and internal control measures on the general principles and standards of procurement management; 3. Monitors /audits implementation of programs and projects on procurement as part of asset management and recommends appropriate action based on the inventory reports submitted; 4. Establishes a comprehensive system of procurement management for the DENR; and 5. Drives for continuous productivity

	<p>janitorial/security services and other “pakyaw” services accurately and undertakes performance evaluation;</p> <p>8. Recommends/proposes to end user ways to reduce cost (i.e. alternative vendor/products) and obtain better quality and services;</p> <p>9. Generates and evaluate data on various aspects of procurement management;</p> <p>10. Prepares annual Agency Procurement Compliance and Performance Indicator (APCPI) and PPE Inventory Report regularly; and</p> <p>11. Prepares report on supplies materials issued promptly.</p>	<p>of principles, methods and procedures in procurement of goods and services under RA 9184 (Procurement Law) and e-procurement (PhilGEPS);</p> <p>7. Identifies trends and developments in procurement management and recommends enhancement of current procedures, processes and policies; and</p> <p>8. Reviews external provider's performance evaluation and communicates result.</p>	<p>improvement on procurement management related activities.</p>
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PCAS2 - PROPERTY MANAGEMENT (PROPERTY INVENTORY AND DISPOSAL MANAGEMENT)

The ability to account, secure, manage inventories of supplies, materials and dispose as mandated by law.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of property management activities	Conducts property warehousing, storage and inventory of the property, plant and equipment of the office	Conducts property inventory management and property disposal management activities	Prepares policies and programs related to property management activities
1. Accepts and counterchecks deliveries of supplies/ materials/ equipment thoroughly; 2. Prepares receiving report and updates inventory monitoring system promptly; 3. Stocks and store goods based on warehousing principles; 4. Issues or delivers goods to end users promptly or on time; 5. Updates monitoring tools diligently; 6. Implements physical inventory and cycle count regularly and maintains availability of supply and replacement parts; 7. Understands and implements various measures to ensure inventory accuracy and eliminate pilferage; 8. Assists in inspection and disposal of	1. Implements the following storage activities accurately to ensure adherence to procedures, processes and policies in the performance of activities on property management: <ul style="list-style-type: none">• receiving – the actual receiving of goods and counter checking against delivery receipts in accordance with specification;• storing – the safekeeping of goods and updating warehousing records;• issuance– the withdrawal of goods from warehouse and updating its record; and• physical inventory taking – the checking of actual inventory versus records; 2. Performs inventory reconciliation and identifies root causes of inventory variances; 3. Prepares and analyzes storage reports and provides necessary recommendation;	1. Prepares an inventory variance analysis; 2. Makes use of storage reports and triggers improvements in terms of inventory turns and inventory level; 3. Reviews documents necessary for disposal of properties; 4. Plans and maintains 5-S Kaizen scorecards within the PENR and CENR Offices; and 5. Implements office productivity improvements through rational use of office resources and EMS.	1. Formulates and champions strategies and policies on property management; 2. Develops and reviews existing storage procedures to eliminate variances; 3. Formulates policies and procedures on property inventory and disposal management; 4. Recommends new programs on how storage processes can be improved, e.g. use of software, etc; 5. Implements all necessary measures to ensure accuracy of inventory report; and 6. Reviews inventory turns performance and drives for continuous productivity improvement.

<p>unserviceable properties;</p> <p>9. Sets and reviews schedule of property registration and renewal of insurance; and</p> <p>10. Undertakes 5-S Kaizen or the principles of good housekeeping.</p>	<p>4. Recognizes serviceability of materials and equipment;</p> <p>5. Handles contract and evaluates performance of external providers such as contracts for preventive maintenance of vehicles and infrastructure and other recurring/repetitive works;</p> <p>6. Prepares inspection and appraisal of unserviceable properties for disposition;</p> <p>7. Prepares and submit Inventory and Inspection Report of Unserviceable Property; and</p> <p>8. Arranges the implementation of 5-S Kaizen Good Housekeeping within the stockroom or work station.</p>	
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PCAS3 - RECORDS MANAGEMENT

The ability to:

- effectively maintain an updated and orderly filing system to facilitate retrieval & ensure that confidential and/or personal files and records are properly secured and maintained; and
- maintain/ implement record schedule of disposal.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in records management activities	Implements records management activities	Leads the implementation of records management activities	Prepares plans and programs and formulates or enhances policies on records management
<ol style="list-style-type: none">1. Understands the DENR recording system;2. Maintains systematic filing and safekeeping of records of the department for easy reference and retrieval;3. Understands the basic procedure of records maintenance and disposal in accordance with the Records Retention and Disposition Schedule;4. Observes/ Follows the Functional Subject-Alphabetic Classification System (FSACS) in filing of records;5. Conducts regular inventory of records for proper retention and disposition;6. Enforces accessibility limits to records room or building by unauthorized personnel and maintain vigilance	<ol style="list-style-type: none">1. Proposes improvement on records keeping to eliminate unnecessary storage and to save on space;2. Designs the flow of work and places materials/ equipment based on frequency of use;3. Maintains record of compliance of each service/division to the Record Plan for retention/disposal of records;4. Maintains an electronic file of records/documents received;5. Communicates the rules and procedures for the limited access to records room or building to all personnel and maintain vigilance against unauthorized reproduction or access to classified documents;6. Implements document control	<ol style="list-style-type: none">1. Reviews the classification of documents and determines what should be filed/ kept or not and which are confidential in nature;2. Drafts policies and guidelines on the maintenance and disposition of records and documents;3. Determines compliance to accessibility limits to records room and/or building, security and unauthorized reproduction of copies of documents;4. Undertakes internal quality audit for control documents;5. Reviews report/ recommendation for preventive maintenance of records room/building; and6. Represents the PENRO/CENRO in the presentation of official records required	<ol style="list-style-type: none">1. Establishes and maintains an active continuing program for the management, preservation and disposition of records and confidential information as well as to end paper build – up; and2. Determines request for official copy of record/s as those permissible under Freedom of Information (FOI).

<p>against unauthorized reproduction;</p> <p>7. Undertakes 5-S Kaizen;</p> <p>8. Assesses request for copy or authentication of official records or documents; and</p> <p>9. Sends out registered mails to patentees.</p>	<p>procedure;</p> <p>7. Handles 5-S Kaizen Good Housekeeping within the record room or building;</p> <p>8. Effects and executes the measures provided to secure public documents and records under the Public Service Continuity Plan in case of emergency;</p> <p>9. Conducts regular physical inspection of record room or building to determine existence of harmful and destructive agents; and</p> <p>10. Verifies authenticity of official copy of records or document.</p>	<p>by Court and other quasi-judicial bodies.</p>	
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PCAS4 - CLERICAL/SECRETARIAL/EXECUTIVE ASSISTANCE SKILLS

The ability required to:

- effectively convey and receive the intended message, observing and practicing proper business etiquette and office decorum. It also includes the knowledge and ability to operate various office equipment; and
- gather, disseminate and safe keep information and other confidential data and organize information into specific need and purpose. It includes monitoring and coordinating with other units/offices and agencies programs and activities for specific end-users and purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in discharging complete staff work	Implements complete staff work and enhances personal security measures	Organizes complete staff work with persuasive skill	Ensures proper implementation of complete staff work
<ol style="list-style-type: none">Screens, classifies, prioritizes and reviews all incoming documents for action/signature of official concerned;Gathers data and other information required by the official concerned in relation to his /her duties and assignments;Assists in arranging meetings and media visits;Operates office equipment such as fax/scanner/copying machines;Maintains scheduling and events calendar; andAssist in filing and record keeping of reports, memos and other communications as per ISO standards and principles of 5S.	<ol style="list-style-type: none">Coordinates with different units/offices and agencies programs and activities for specific end-users and purposes;Prioritizes and arrange meetings and documents for action of the PENRO/CENRO;Documents meetings and prepares minutes/reports of the meeting;Reviews, verifies and maintains information into databases;Implements record management processes for the executive/office;Knows and operates office equipment such as telefax, video recorders, digital teleconferencing, handheld radios, and demonstrate desirable communication skills (i.e. clarifying, providing	<ol style="list-style-type: none">Keeps track of complex, deferred and referred activities with the use of some system e.g., calendar/holding filing method;Sends and disseminates routine correspondence in the absence of the executive;Establishes linkages with other institutions and relevant government agencies on mutual issues and concerns of the executive/s;Recommends alternatives on solving a problem based on well researched and analyzed data;Maintains records creation and maintenance activities;Communicates, persuades and/or	<ol style="list-style-type: none">Screens, classifies, prioritizes and reviews all incoming documents for action/signature of official concerned;Gathers data and other information required by the official concerned in relation to his /her duties and assignments;Assists in arranging meetings and media visits;Operates office equipment such as fax/scanner/copying machines;Maintains scheduling and events calendar; andAssist in filing and record keeping of reports, memos and other communications as per ISO standards and principles of 5S.

	<p>feedback); and</p> <p>7. Is able to discern and detect hostile individuals or group office callers and to institute preventive and safety measures to secure the PENRO or CENRO and other officials.</p>	<p>appeases hostile/aggressive individuals or groups inside the office to protect the PENRO/CENRO and other staff; and</p> <p>7. Maintains confidentiality of sensitive and classified documents or actions of the PENRO/CENRO.</p>	
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PCAS5 - INFRASTRUCTURE MAINTENANCE SYSTEM ADMINISTRATION

The ability to design, develop and implement an effective system of maintenance of DENR buildings and other facilities.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Performs basic maintenance activities or guides outsourced services for the maintenance and repair of buildings, equipment and other facilities</p> <ol style="list-style-type: none">1. Maintains and takes care of office building and its premises, equipment, furniture and fixtures;2. Conducts regular infrastructure (building, equipment, electrical, water, drainage, parking, etc) inspection for damaged, worn out and near-fail parts or portions thereof and recommends repair or replacement;3. Ensures cleanliness of office premises by regularly monitoring quality of provision of housekeeping services;4. Identifies risks and hazards within the building premises and eliminates their causes if manageable; and5. Guides the external service provider under contract on the actual object of repair or replacement.	<p>Implements building maintenance activities or supervises outsourced services for the maintenance and repair of buildings, equipment and other facilities</p> <ol style="list-style-type: none">1. Maintains and updates the inventory of real property, buildings and other facilities, including statistics and information on land and floor areas, and other relevant information;2. Monitors water and electricity consumption to ensure that cost reduction measures are observed;3. Identifies and determines maintenance and improvement requirements of structures, equipment and facilities within the office;4. Supervises the inspection of infrastructure and surrounding areas and prepares scope of work, cost estimates, purchase request and draft contract for procurement of needed work; and5. Supervises or controls external service	<p>Leads the implementation of maintenance activities or manages contract of external service provider for the maintenance and repair of buildings, equipment and other facilities</p> <ol style="list-style-type: none">1. Manages, controls and monitors the status of contract of external service provider/s for the maintenance and/or repair of infrastructure and evaluates its performance;2. Implements programs and schedule of maintenance work; and3. Recommends innovations for maintaining and promoting safety, security and convenience in the use of office infrastructure (building, equipment, electrical, water, drainage, parking, etc).	<p>Prepares plans and programs and formulates or enhances policies on building maintenance</p> <ol style="list-style-type: none">1. Initiates and recommends programs and schedule of maintenance operations of office equipment, building fixture and utilities, such as changing of electric lights and other maintenance and housekeeping tasks;2. Conducts periodic reviews and pushes for continuous / continual improvement;3. Prepares periodic report on the regular maintenance works undertaken; and4. Reviews and initiates implementation of recommended innovation/s and document its efficiency and efficacy.

	providers in the conduct of maintenance, repair or replacement works.		
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PCAS6 - VEHICLE REPAIR AND MAINTENANCE

The ability needed to perform (limited) repairs and maintenance work on all DENR motor vehicles.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Performs minor repairs and maintenance work on motor vehicles.	Performs more complex repair and maintenance activity on motor vehicles.	Leads in the implementation of transport repairs and maintenance services activities	Leads in the delivery of repairs and maintenance work on motor vehicles.
<ol style="list-style-type: none">1. Has the basic knowledge and ability to troubleshoot and maintain Motor Vehicles, on each of the following fields:<ul style="list-style-type: none">• Auto-Electrical;• Auto-Mechanical; and• Auto-Air-conditioning2. Has the knowledge on the use of basic mechanical/electronic tools;3. Inspects and assesses the condition of motor vehicle, and identify worn-out or near-fail parts; and4. Estimates specifications and scope of work for repair.	<ol style="list-style-type: none">1. Has the basic knowledge and ability to maintain, troubleshoot and repair electrical, mechanical and air-conditioning units of Motor Vehicles;2. Uses special tools and equipment for faster completion of work;3. Cleans disassembled sub-units properly without supervision;4. Performs preliminary checks/tests on sub-units before final installation; and5. Performs preventive maintenance work on vehicles according to predetermined schedules.	<ol style="list-style-type: none">1. Performs preventive maintenance work on vehicles according to predetermined schedules; and2. Inspects and test-drives vehicles after repair or maintenance to ensure high quality of work.	<ol style="list-style-type: none">3. Recommends improvements, modifications and schedules of works.

PCAS7 - EMS, WELLNESS, SECURITY, SAFETY, AND EMERGENCY PREPAREDNESS



The ability to manage man-made and natural nuisances, disturbances and stresses and to secure the wellness, health and safety of personnel, as well as the ability to control emergency and chaotic situations brought about by such disturbances and stresses.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Gathers data and other information relative to the Environmental Management System, security and safety risks and potential emergency situations.</p> <ul style="list-style-type: none"> 1. Has basic knowledge on Environmental Management System (EMS) program of the Department; 2. Identifies environmental, geological and social risks that poses hazards to the office and personnel; 3. Identifies and removes the presence of nuisances within the office premises; 4. Has knowledge about the local Disaster Risk Reduction and Management program; 5. Handles successfully fire suppression, safety equipment and personal protective gears (PPE); and 6. Knows the passage, exit point in the building, place of evacuation and all structural installations within the DENR and other installations. 	<p>Consolidates data and information gathered and identifies significant environmental aspects, security and emergency situations.</p> <ul style="list-style-type: none"> 1. Receives, identifies, analyzes and consolidates data for the different environmental performance; 2. Assists in the coordination with various stakeholders on the disaster risk reduction/emergency preparedness program; 3. Is familiar with the Disaster Risk Reduction program; 4. Describes or anticipates emergency scenarios and address/recommends measures; and 5. Contains common hazardous and reactive materials to safety level. 	<p>Monitors legal compliance and safety requirements, and assesses hazards and risks of DENR projects, programs and activities.</p> <ul style="list-style-type: none"> 1. Identifies and monitors applicable legal compliance for all construction, maintenance of facilities, transportation and security as required under EMS; 2. Conducts periodic inspection to determine and assess hazards and risks relative to occupational health and safety standards; 3. Coordinates and organizes with other agencies, organization and groups on disaster risk reduction/emergency preparedness programs and activities; 4. Recommends logistics, equipment suitable for the operation; and 5. Guides others on this competency and serves as a resource person. 	<p>Interprets data, generates information, prepares reports and formulates or enhances programs and activities.</p> <ul style="list-style-type: none"> 1. Proposes programs as required under the DENR Environmental Management System; 2. Evaluates effectiveness of existing programs on health and safety, disaster risk reduction and security, and initiates improvements to adapt to the present situation; and 3. Prepares periodic reports and documentation on the significant environmental aspects, security and disaster preparedness.

PCAS8 - CUSTOMER ASSISTANCE AND REQUEST HANDLING



The ability to attend to requests, complaints, observations and suggestions, including the ability to monitor work progress, file records, consolidate and prepare periodic reports.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Receives requests, complaints, observations and suggestions, and informs concerned personnel and offices	Monitors the work progress of the requests, complaints, observations and suggestions	Records and consolidates data	Interprets data, generates information and prepares reports
<ul style="list-style-type: none"> 1. Applies the basic concepts on the proper handling of requests, complaints, observations and suggestions according to the Code of conduct and ethical standards for Public Officials and Employees (RA 6713); 2. Practices customer relation dealings and/or techniques with utmost courtesy; 3. Understands Freedom of Information; and 4. Has basic knowledge on the use of the Enhanced Electronic Document Action Tracking Slip (E-DATS) or manual DATS. 	<ul style="list-style-type: none"> 1. Has basic knowledge on the operations and work flow of the Division, as well as the job description of colleagues; 2. Identifies and determines the kind of work to be performed, schedules the job request according to importance, endorses to concerned employees, and monitors the progress of the request; and 3. Designs customer relation procedures in the office. 	<ul style="list-style-type: none"> 1. Has knowledge on Records Management; 2. Maintains an electronic record and files copy of all memoranda, letters and communications, including Job requests/orders, history of repair, Client Satisfaction Form and other related documents; and 3. Collects, reviews and consolidates data gathered from received requests, complaints, observations and suggestions. 	<ul style="list-style-type: none"> 1. Monitors and identifies applicable Legal Compliance for all constructions, maintenance of facilities, transportation, security and other services; 2. Prepares periodic reports based on the data gathered and information generated from the requests, complaints, suggestions, observations and the Client Satisfaction Forms; and 3. Initiates and recommends strategies on improving customer assistance and request handling.



PCAS9 - REPAIR AND FABRICATION

The ability to:

- repair damaged portion of the buildings including equipment, electrical, plumbing and air-conditioning; and
- fabricate furniture and fixtures.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Performs minor repairs of equipment, electrical works, plumbing and air conditioning and simple fabrication of equipment, furniture and fixtures.</p> <p>1. Has the basic knowledge and ability to repair and fabricate damaged portion of the buildings, including furniture and fixtures, based on the following fields:</p> <ul style="list-style-type: none">• electrical works;• welding;• plumbing;• air-conditioning;• painting;• masonry; and• carpentry <p>2. Is familiar with the use of basic tools and equipment for their respective work; and</p> <p>3. Estimates dimensions, specifications and other proportions of the project and selects the materials to be used.</p>	<p>Performs more complex repairs and fabrication of damaged portion of buildings, furniture and fixtures.</p> <p>1. Performs installation, repair and fabrication of furniture, fixtures, electrical equipment, masonry structures, commissioning of plumbing and sanitary equipment and facilities</p> <p>2. Has the knowledge and ability to use special tools, mechanical and/or electrical equipment (power tools)</p> <p>3. Maintains/updates regular records of electrical and mechanical equipment</p> <p>4. Identifies repair, maintenance and improvement requirements of structures, equipment and facilities within the office</p>	<p>Organizes the simple and complex repair of buildings, equipment, electrical works, plumbing and air conditioning and fabrication of equipment, furniture and fixtures</p> <p>1. Reads, interprets and implements electrical, architectural, sanitary and structural designs, sketches, diagrams and blue/white prints</p> <p>2. Inspects building equipment, facilities and surrounding areas and determines/assesses the extent of repair work needed</p> <p>3. Trains colleagues and identifies training needs to reinforce section's technical competencies</p> <p>4. Plans, assigns and directs workload among colleagues with respect to their fields of expertise</p> <p>5. Inspects equipment, facilities and facilities after repair to ensure high quality of work</p>	<p>Plans for the repair of damaged portion of the buildings including equipment, electrical, plumbing and air conditioning and fabrication of furniture and fixtures</p> <p>1. Has the expertise in installation, repair and fabrication on the following fields:</p> <ul style="list-style-type: none">• electrical works;• welding;• plumbing;• air-conditioning;• painting;• masonry; and• carpentry <p>2. Conceptualizes designs and prepares estimates and Bill of Materials on various projects</p> <p>3. Recommends improvements, modifications and schedules of works</p> <p>4. Has familiarity on the provisions of the Building Code of the Philippines</p>

		6. Reviews and consolidates comments, suggestions and recommendations from clients	
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PCAS10 - ESTABLISHMENT AND MAINTENANCE OF FOREST NURSERIES

The ability required in selecting seed production areas, nursery sites, sexual and asexual/clonal propagation, selection of mother trees, nursery operations, establishing nursery infrastructure facilities (i.e storage, potting shed etc.)



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in selecting seed production areas, nursery sites, sexual and asexual/ clonal propagation, selection of mother trees, nursery operations, establishing nursery infrastructure facilities	Implements activities in the establishment and maintenance of forest nurseries	Supervises the implementation of establishment and maintenance of forest nurseries activities	Formulates and recommends plans, programs and policies on the establishment and maintenance of forest nurseries
<ol style="list-style-type: none">1. Knows the criteria for identifying and selecting forest nursery site.2. Identifies appropriate sources of quality seeds/planting stocks.3. Knowledge of seeds and seedling production technologies.	<ol style="list-style-type: none">1. Prepares appropriate nursery plan2. Oversees nursery operation.3. Knows appropriate propagation techniques for specific species.4. Knows proper handling and transporting of seedlings to the planting area.	<ol style="list-style-type: none">1. Identifies and diagnoses common pests and diseases of seeds and seedlings.2. Prescribes prevention and control measures for pest and diseases3. Produces planting stocks using clonal propagation techniques.4. Recommends ways to improve quality of seedling.	<ol style="list-style-type: none">1. Applies forest genetics in tree improvement.2. Evaluates application for seed certification.

PCHR1 - RECRUITMENT, SELECTION AND PLACEMENT



The ability to effectively determine and recruit qualified candidates to meet the requirements of the DENR.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the recruitment, selection and placement processes	Implements recruitment, selection and placement processes	Leads the recruitment, selection and placement processes in the DENR	Plans programs and recommends policies on recruitment, selection and placement
<ul style="list-style-type: none"> 1. Knows the recruitment process: classification of applicants, qualification standards, assessment methodologies; 2. Knows how to determine the completeness of the applicant's documents; 3. Knows the procedure in screening applicants for the preparation of matrix; 4. Knows the competencies needed for each position; 5. Knows how to collate applicants' documents; 6. Conducts initial evaluation of applicant's documents based on job specifications; 7. Prepares the matrix of applicants for evaluation by the DENR Human Resource Merit Promotion and Selection Board (HRMPSB); and 	<ul style="list-style-type: none"> 1. Prepares job knowledge assessment tools, in coordination with the end-users; 2. Processes appointments and other documents in the placement of personnel; 3. Reviews and evaluates credentials/qualifications of the applicants, employees and officials for possible employment or promotion/ advancement; 4. Analyzes and computes ratings of applicants given by the PSB; 5. Prepares short list of qualified applicants for final selection of Head of Office; 6. Prepares the needed information / data of all applicants for promotion to be used by the members of the Personnel Selection Board; and 	<ul style="list-style-type: none"> 1. Initiates improvement in the DENR's recruitment, selection and promotion processes based on the merit and fitness principle; 2. Assists the Board in the review and evaluation of documents of all qualified applicants for employment/promotion; 3. Designs and conducts employee orientation for newly hired employees; 4. Interprets provisions of the DENR MSPP and CSC rules on appointment/ placement; 5. Provides key strategic advice and/or participates in decisions regarding recruitment, selection and placement of key management and technical people; 6. Designs an organization-wide recruitment, selection and placement system in accordance with pertinent DENR laws, rules and regulations; 	<ul style="list-style-type: none"> 1. Provides key strategic advice and/or participates in decisions regarding recruitment, selection and placement of key management and technical people 2. Designs an organization-wide recruitment, selection and placement system in accordance with pertinent DENR laws, rules and regulations 3. Recommends improvement in the Merit Selection and Promotion Plan, System of Ranking Positions and other systems and procedures in implementing personnel actions 4. Evaluates existing personnel selection processes/policies and recommends amendments/changes thereto which shall include criteria in the selection and other related policies on personnel

<p>8. Knows the DENR Merit Selection and Promotion Plan (MSPP) and relevant CSC rules on appointment.</p>	<p>7. Identifies policies applicable to specific appointment / placement actions.</p>	<p>7. Recommends improvement in the Merit Selection and Promotion Plan, System of Ranking Positions and other systems and procedures in implementing personnel actions; and</p> <p>8. Evaluates existing personnel selection processes/policies and recommends amendments/changes thereto which shall include criteria in the selection and other related policies on personnel</p>	
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PCHR2 - COMPENSATION, BENEFITS AND WELFARE ADMINISTRATION

The ability to administer compensation, benefits and welfare programs and systems in accordance with existing statutory (e.g., DBM, CSC, GSIS, PAG-IBIG, PHILHEALTH) and DENR laws, rules and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Provides support/assists in Compensation, Benefits and Welfare administration	Implements Compensation, Benefits and Welfare administration policies	Leads the implementation of Compensation, Benefits and Welfare administration	Plans and programs and formulates or enhance policies on Compensation, Benefits and Welfare administration
<ol style="list-style-type: none">1. Knows the national government's compensation policies as per SSL (Salary Standardization Law);2. Knows the government salary/wage schedule;3. Knows the different policies and other issuances of other concerned agencies like CSC, GSIS, PAG-IBIG, DBM, COA, PhilHealth, on employees' compensation and benefits, including step increment and salary adjustment;4. Knows the statutory and DENR benefits program and its implementing guidelines;5. Knows how to process leave applications including computation of earned leave credits;6. Communicates the requirements for personnel benefits; and	<ol style="list-style-type: none">1. Prepares and processes payroll, wages, RATA, terminal leave claims, monetization, and other benefits;2. Deals with different government agencies/ partners such as GSIS, PAG-IBIG, PHILHEALTH, and other institutions on loan applications, loan payments, and premium payments of personnel, etc.;3. Facilitates the implementation of salary increases, step increments and adjustments;4. Prepares, generates, validates and maintains compensation information and other related documents / statistics needed for management decision; and5. Identifies gaps and areas for improvement in the existing compensation programs and practices.	<ol style="list-style-type: none">1. Recommends for approval the availment of benefits according to prescribed policies, rules and regulations;2. Provides the needed administrative and technical support as secretariat to PRAISE, PMT and other personnel committees;3. Interprets effectively and communicates the philosophy, rationale, concept and guidelines governing the DENR's rewards and recognition mechanisms;4. Interprets benefits policies and defines implementing guidelines for exceptional cases;5. Introduces improvements that will enhance and improve the delivery and effectiveness of the DENR's benefits and welfare program; and6. Possesses technical capability to	<ol style="list-style-type: none">1. Reviews and develops an employee monitoring system focusing on employee's performance and conduct pursuant to RA 6713;2. Conducts study on employee behavior; renders opinion/position paper on the queries pertaining to salary/ wages/benefits claims; and3. Establishes an Employee Assistance Program that will help identify issues and concerns that affect employee performance and productivity.

7. Prepares reports on attendance of personnel relative to compensation and other reports that need to be submitted to the Regional Office.		conduct benefits studies (needs assessment, financial assessment, program design).	
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PCHR3 - PROCESSING OF PERSONNEL ACTIONS



The ability to apply DENR, CSC, DBM and CESB laws, rules and regulations in the preparation of various personnel actions.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Provides support/assists in processing of personnel actions	Implements applicable DENR, CSC, DBM and CESB laws, rules and regulations in the processing of personnel actions	Leads in the processing of personnel actions	Plans and programs and formulates or enhance policies in the processing of personnel actions
<ul style="list-style-type: none"> 1. Knows the pertinent provisions of the DENR, CSC, DBM and CESB laws, rules and regulations in the preparation of various personnel actions; 2. Knows how to prepare the necessary documentation of personnel actions; and 3. Knows the systematic filing system/safe keeping of personnel records. 	<ul style="list-style-type: none"> 1. Applies appropriate DENR, CSC/ CESB, DBM principles, practices and policies in preparing actions on appointments, promotions, transfers, resignations, separations, reinstatements and other personnel actions; 2. Maintains complete and updated personnel records of all officials and employees; 3. Prepares, maintains list of personnel complements (PENRO and CENROs) accurately; and 4. Creates and maintains data base for all employees. 	<ul style="list-style-type: none"> 1. Communicates the implementing rules and regulations of DENR, COA, CSC, DBM and other issuances on personnel actions; 2. Evaluates and recommends actions on personnel movement; and 3. Provides advice to various units/offices on qualifications for recruitment, promotions and examinations and other personnel administration aspects. 	<ul style="list-style-type: none"> 1. Recommends policies and guidelines relative to qualification standards for appointments, position classification, personnel research, job audit, human resource surveys, etc.; 2. Advises officials on personnel matters including those of contested appointments; and 3. Facilitates and evaluates effectiveness of existing programs and recommends improvement to meet changing needs in human resources management.



PCHR4 - GRIEVANCE HANDLING

The ability to assist, execute and resolve grievance between personnel conflict, and to provide assistances to CODI material in pursuing sexual harassment cases.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in Grievance Handling and Administrative Discipline activities/cases	Implements Grievance Handling Guidelines in resolving Administrative cases	Supervises the effective implementation of Grievance Handling Guidelines and the Administrative disciplinary process	Prepares plans and programs and formulates or enhances policies on Grievance Handling
<ol style="list-style-type: none">1. Understands the procedures in applying the Grievance Machinery Program and other Administrative Offenses in the department;2. Knows the pertinent provisions of RA 6713, Rule on Administrative Cases in the Civil Service (RACCS), Anti-Sexual Harassment Law (RA 7877) and other related CSC issuances;3. Assists in resolving personnel issues and concerns such as complaints/grievances of employees on personnel matters such as policies/procedures on appointment, promotion, tenure, transfer, reassignment, separation and other personnel actions; and4. Assists CODI in the investigation of sexual harassment cases.	<ol style="list-style-type: none">1. Applies knowledge of CSC, DBM principles, practices and policies;2. Monitors consistency in implementing DENR/CSC policies and guidelines on recruitment, compensation, performance management, and other personnel matters;3. Conducts preliminary assessment of personnel issues;4. Recommends possible actions/strategies/solutions to be taken by the Management; and5. Monitors consistency of compliance or agreement of the resolution reached by parties in conflict.	<ol style="list-style-type: none">1. Monitors and interprets CSC and DBM rules, laws and regulations; and provides management with advice on the best way to operate under these conditions;2. Facilitates/leads in resolving personnel issues i.e., grievance dialogues; and3. Develops and implements personnel programs/ decisions to promote harmonious long-term relations between employees and management.	<ol style="list-style-type: none">1. Institutionalizes Grievance Machinery to help build a good management - employee relations and to resolve issues and concerns immediately; and2. Recommends improvement in grievance procedures and other personnel related issues in the DENR.

PCHR5 - PERFORMANCE MANAGEMENT

The ability to administer performance, incentives and awards programs and systems in accordance with existing statutory (e.g., DBM, CSC) and DENR laws, rules and regulations.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Provides support/assists in performance, incentives and awards systems administration	Implements performance, incentives and awards policies	Leads the implementation of performance, incentives and awards policies	Plans and programs and formulates or enhance policies on performance, incentives and awards administration
<ul style="list-style-type: none"> 1. Knows the national government's policies on performance, incentives and awards; and 2. Safely keeps individual performance and commitment review (IPCR) forms and maintains database and or master list. 	<ul style="list-style-type: none"> 1. Implements national government policies on Performance, Incentives and Awards; 2. Evaluates the IPCR forms submitted by employees; 3. Collaborates with the HRS Division in terms of the grant of the incentives and awards; and 4. Prepares necessary documents i.e. Certificate of Performance Ratings as needed for the grant of incentives and awards and as requirement for personnel actions. 	<ul style="list-style-type: none"> 1. Endorses incentives and awards recipients and the IPCRs to the PRAISE, PMT and other related committees; 2. Provides the needed administrative and technical support as secretariat to PRAISE, PMT and other related committees; 3. Conducts specific studies and assists in developing or enhancing the policies on performance management, incentives and awards; 4. Interprets effectively and communicates the philosophy, rationale, concept and guidelines governing the DENR's rewards and recognition mechanisms; and 5. Introduces improvements that will enhance and improve the delivery and effectiveness of the DENR's performance management, incentives and awards program. 	<ul style="list-style-type: none"> 1. Reviews and develops an employee monitoring system focusing on employee's performance and conduct pursuant to RA 6713; 2. Conducts study on employee behavior; renders opinion/position paper on the queries pertaining to salary/ wages/benefits claims; and 3. Establishes an Employee Assistance Program that will help identify issues and concerns that affect employee performance and productivity.



PCHR6 - LEARNING NEEDS ASSESSMENT (LNA)

The ability to:

- conduct LNA studies to identify the learning needs (gap between desired and actual job performance that results from the lack of appropriate KSA) of individuals in various positions in the organization that can be addressed by training; and
- identify and recommend learning and development interventions based on the LNA.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of LNA activities	Implements LNA activities	Supervises the conduct of LNA activities	Assists in the conduct of LNA activities
<ol style="list-style-type: none">1. Knows the rationale for conducting LNA and the need to align it with the DENR's Mandates/vision/mission/Core values;2. Identifies/outlines the steps in the LNA Process;3. Knows the different methods/techniques of LNA;4. Knows the various data sources for organizational, groups and individual learning needs; and5. Identifies the task requirements of a job and KSA required for successful job performance.	<ol style="list-style-type: none">1. Determines appropriateness of each LNA method by assessing the advantages and disadvantages of each e.g. problem-solving approach, task or competency-based;2. Validates LNA data thru interviews, FGD (focus group discussion) and observation;3. Communicates with the unit heads on their specific learning needs; and4. Identifies capability needs that can be addressed through learning and other HRD interventions.	<ol style="list-style-type: none">1. Performs gap analysis by identifying discrepancies, pinpointing their causes and then comparing actual with desired performance;2. Analyzes LNA data and other organizational documents and responds to immediate performance gaps by identifying the causes related to lack of knowledge, skills and attitude; and3. Identifies and recommends learning and development interventions to address capability needs/gaps for a particular job or role.	<ol style="list-style-type: none">1. Presents LNA reports to management and recommends HRD policies and training priorities as a result of the LNA study; and2. Anticipates potential problems from recommendation/s and plans for contingent actions.



PCHR7 - CAREER DEVELOPMENT

The ability to initiate and implement career development strategies based on individual and organizational needs and requirements.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in career development activities	Conducts career development activities	Leads the conduct of career development activities	Prepares plans and programs and formulates or enhances policies on career development
<ol style="list-style-type: none">1. Recognizes a range of decision making and career development theories and models;2. Defines career development and succession management;3. Outlines the entire career development process; and4. Prepares the documents needed in the execution of the career development activities.	<ol style="list-style-type: none">1. Carries out introduction on career development and succession management program in P/CENROs;2. Administers self-assessment or multi-source assessment to establish the current competency profile;3. Conducts competency profile matching that compares employee competencies against targeted role/job requirements in order to identify the competency gaps;4. Examines the competency gaps and formulates the L&D interventions needed to address these gaps;5. Establishes the career paths of employees based on the competency profile matching; and6. Devises career development plans of employees that include the L&D interventions and timeframe they need	<ol style="list-style-type: none">1. Recommends the conduct of all the career development activities at the PENRO;2. Addresses the issues encountered during the conduct of career development activities;3. Provides input to strategic and operational plans for long-term career development;4. Implements career assessment instruments and methods designed by the Regional Office; and5. Carries out career counselling either individually or in groups.	<ol style="list-style-type: none">1. Recommends strategic and operational plans for long-term career development guidance as appropriate;2. Proposes policies for career development system improvement; and3. Acts as subject matter expert on career development and succession management.

	<p>to address their competency gaps; and</p> <p>7. Performs monitoring and evaluation to track the progress and validate that the employee has acquired the necessary competencies to be considered for targeted roles/ positions.</p>		
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PCO1 - CONCEPT AND APPLICATION OF INTEGRATED ECOSYSTEMS MANAGEMENT (IEM)

The ability to apply the concept of IEM vis-a-vis other related approaches to natural resources management (NRM). It includes the application of IEM in target sites – basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the application of IEM and other related approaches to Natural Resources Management (NRM)	Applies IEM and other related approaches to NRM	Leads the application of IEM and other related approaches to NRM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others	Formulates and recommends policies, guidelines, procedures and criteria on integrated ecosystem management
<ol style="list-style-type: none">1. Knows the fundamentals of ecology and the different types of ecosystems with respect to their structure, functions and dynamics;2. Knows the interdependencies of different ecosystems and social systems and their dynamics with respect to improved management on one hand, or disturbance and alterations on the other; and3. Knows the likely effects of alterations and the methods to measure such impacts.	<ol style="list-style-type: none">1. Applies IEM in target sites – basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others; and2. Determines the benefits emanating from the application of IEM- on dependent communities and the ecosystems.	<ol style="list-style-type: none">1. Monitors and evaluates threshold of environmental standards and socio-economic considerations in the implementation of IEM in basin, watersheds, sub-watershed, protected areas, ancestral domains, mineral reservations, islands, others.	<ol style="list-style-type: none">1. Develops and recommends policies, guidelines, procedures and criteria on integrated ecosystem management e.g., characterization, survey, rehabilitation, improvement and protection of ecosystems; and2. Pushes for organizational and policy support to institutionalize IEM application.



PCO2 - IDENTIFICATION OF INTERVENTIONS AND INTEGRATING STRATEGIES ACROSS SECTORS (FORESTRY, COASTAL, AGRICULTURE, URBAN, AIR PACE) AND ZONING FOR STRATEGIC MANAGEMENT

The ability to:

- develop and recommend strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across sectors; and
- integrates strategies at the ecosystems, and local development plans by LGUs e.g. FLUP, PA management plan, ICM in the LGU CLUPs.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the identification of interventions and integrating strategies across sectors	Identifies interventions and integrating strategies across sectors	Leads the identification of interventions and integration strategies across sectors	Formulates and recommends strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across
1. Knows how to identify, allocate and delineate land and marine resources based on their characteristics for optimum use and minimize risk.	1. Integrates sector strategies at the ecosystems, and local development plans by LGUs e.g. FLUP, PA management plan, ICM in the LGU CLUPs.	1. Prepares work and financial plan to support implementation of integrated ecosystem management strategies.	1. Develops and recommends strategies, policies, guidelines, procedures and criteria for identifying interventions and integrating strategies across sectors.



PCO3 - CHARACTERIZATION OF ECOSYSTEMS AND USE OF PLANNING TOOLS AND PROCEDURES

The ability to plan and to undertake data gathering and to interpret such for situational analysis on a targeted clientele, assessment of ENR assets, governance and management of these assets, inter-connectedness, interdependence, issues and constraints and opportunities in managing the ecosystems. It includes conduct of resource assessment i.e. GIS for hazards and vulnerability assessment.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the characterization of ecosystems and use of planning tools and procedures	Undertakes characterization of ecosystems and use of planning tools and procedures	Leads the characterization of ecosystem and use of planning tools and procedures	Formulates and recommends strategies, policies, guidelines, procedures and criteria for characterization of ecosystem and use of planning tools and procedures
<ol style="list-style-type: none">1. Has knowledge on the conduct of data gathering and interpret same situational analysis on a targeted clientele; and2. Has knowledge on the conduct of resource assessment.	<ol style="list-style-type: none">1. Conducts resource assessment;2. Undertakes analysis of different stakeholders and institutions to better understand their role and behavior and participation in the project; and3. Facilitates consensus building to surface vision, mission, goals of the community for responsible resource management.	<ol style="list-style-type: none">1. Leads the conduct of resource assessment; and2. Serves as resource person on characterization and resource assessment.	<ol style="list-style-type: none">1. Formulates and recommends policies, plans and programs on the assessment of ENR assets, governance and management of these assets, inter-connectedness, interdependence, issues and constraints and opportunities in managing the ecosystems.



PCO4 - RESOURCE MANAGEMENT AND RESTORATION/REHABILITATION OF DEGRADED ECOSYSTEMS

The ability to identify and implement appropriate resource management and restoration strategies of various ecosystems – forests, coastal/marine, wetlands, rivers, mangroves, grasslands, others.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in identifying and implementing appropriate resource management and restoration strategies of various ecosystems	Identifies and implements appropriate resource management and restoration strategies of various ecosystems	Leads the implementation of appropriate resource management and restoration strategies of various ecosystems	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the identification of appropriate resource management and restoration strategies of various ecosystems
<ol style="list-style-type: none">Has basic knowledge of the interdependencies of different ecosystems;Has basic knowledge of the protocols and provisions of national and international laws and agreements on biodiversity;Has knowledge of traditional and emerging methodologies on PBME and their application to the Philippines; andHas knowledge of the invasive plant and animal species in the Philippines.	<ol style="list-style-type: none">Implements specific programs and projects to ensure protection, management and conservation of various ecosystems; andDetermines impacts to biodiversity of proposed projects while promoting biodiversity protection and conservation.	<ol style="list-style-type: none">Integrates biodiversity conservation in all ecosystem development and use;Strengthens biodiversity component in the EIA system; andAssist in the development of appropriate strategies on integrated ecosystem management and restoration.	<ol style="list-style-type: none">Develops and recommends policies, guidelines, procedures and criteria on integrated ecosystem management e.g., characterization, survey, rehabilitation, improvement and protection of ecosystems.



PCO5 - PREPARATION OF NATURAL RESOURCES MANAGEMENT (NRM)-RELATED PLANS (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM)

The ability to facilitate or provide technical assistance in the formulation and implementation of the following NRM plans: FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM and to mainstream ENR plans to LGU plans



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans	Facilitates/ provides technical assistance in the formulation and implementation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans	Leads the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans	Recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans
<ol style="list-style-type: none">1. Gathers primary and secondary data and information on the physiographic, biological, ecological and socio-economic characteristics of an NRM area; and2. Operates appropriate mapping software (Geographic Positioning System (GPS) and Geotagging device and Geographic Information System (GIS).	<ol style="list-style-type: none">1. Prepares integrated maps showing spatial information on forest interventions (e.g. tenurial instruments, area development, area rehabilitated and others);2. Assist in the analysis of socio-cultural characteristics, physiographic, biological, ecological and socio-economic characteristics of an NRM area; and3. Provides technical assistance in the formulation and implementation of NRM- related plans.	<ol style="list-style-type: none">1. Recommends appropriate uses and implementation strategies of an NRM area; and2. Provides technical assistance to LGU ENR plans.	<ol style="list-style-type: none">1. Recommends strategies, policies, guidelines, procedures and criteria for the preparation of NRM- related plans (FLUP, CRMP, ISWMP, PAMP, IRBM, IWRM) and integration to LGU plans.



PCO6 - ENVIRONMENT AND NATURAL RESOURCE (ENR) ACCOUNTING

The ability to define the concept of externalities in environmental economics and the ability to apply these concepts in IEM – assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities. It includes skills in undertaking natural resource accounting (NRA) including its interpretation and application in NRM.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in undertaking ENR accounting activities	Undertakes ENR accounting activities	Implements ENR accounting activities	Recommends strategies, policies, guidelines, procedures and criteria for ENR accounting activities
<ol style="list-style-type: none">1. Knows fundamental knowledge on ENR accounting; and2. Knows the tools, methods and processes for ENR accounting e.g. resource inventory, physical and monetary accounting and ENR valuation methods.	<ol style="list-style-type: none">1. Applies NRA such as appropriate resource inventory, assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities in natural resources management; and2. Applies practical interpretation and use of ENR accounts and recommends measures to institutionalize its application in IEM.	<ol style="list-style-type: none">1. Implements NRA activities such as resource inventory, assessment, formulating user fees and charges, enforcement, EIA/IEE evaluation, and formulating conditionalities in natural resources management; and2. Serves as resource person, guides and coaches other in this competency.	<ol style="list-style-type: none">1. Recommends strategies, policies, guidelines, procedures and criteria for the implementation ENR accounting activities.



PCO7 - STRATEGIES AND SCHEMES FOR FINANCING ENVIRONMENTAL PROJECTS

The ability to mobilize various sources of funds in support of IEM and resource management activities – DENR budgets, LGU IRA and non-IRA contributions, users/charges/contribution and PES schemes to IPA, shares from public-private partnerships (PPP), preparing grants/donor proposals, leveraging NGO support, others. It includes knowledge of alternative financing schemes (PES and shares from PPP) for environmental rehabilitation projects- like user fees, public-private partnership, guarantee fund, etc.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in planning, initiating and operationalizing strategies and schemes for financing environmental projects	Plans, initiates and operationalizes strategies and schemes for financing environmental projects	Leads the planning, initiating and operationalizing strategies and schemes for financing environmental projects	Recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects
<ol style="list-style-type: none">Knows the various sources of funds in support of NRM activities – DENR budgets, LGU IRA and non-IRA contributions, users/ charges/contribution and PES schemes to IPA, shares from public-private partnerships (PPP), preparing grants/donor proposals, leveraging NGO support, others; andHas knowledge of incentive schemes for environmental initiatives by POs, user groups, communities, and the private sector.	<ol style="list-style-type: none">Knows alternative financing schemes (PES and shares from PPP) for environmental rehabilitation projects- like user fees, PPP, guarantee fund, etc.; andPlans, initiates and operationalizes user fees and charges and payment of environmental services.	<ol style="list-style-type: none">Plans, initiates and operationalizes alternative financing schemes for the environment; andServes as resource person and guides and coaches other in this competency.	<ol style="list-style-type: none">Recommends strategies, policies, guidelines, procedures and criteria for the planning, initiating and operationalizing strategies and schemes for financing environmental projects.



PC08 - RESULTS-BASED MONITORING AND EVALUATION SYSTEM (RBME) AND ENVIRONMENTAL AUDIT FOR DIFFERENT ENRM SITES

The ability to identify, determine and facilitate joint adoption of key outputs and outcomes of NRM for watersheds, PAs, KBAs, islands, ancestral domains, islands, mineral reservations, others for the progress monitoring of biodiversity, forests and forest lands, environmental governance, ENR, sustainable financing, local sustainable development.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in RBME and Environmental Audit of activities for different ENRM sites	Implements RBME activities and environmental audit for different ENRM sites.	Leads the implementation of RBME activities and environmental audit for different ENRM sites	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME and environmental audit activities for different ENRM sites
<ol style="list-style-type: none">Has basic knowledge on the protocols and provisions of national and international laws and agreements on biodiversity and how the output indicators are related to these especially in PAs and KBAs;Is familiar with traditional and emerging methodologies on participatory biodiversity monitoring and evaluation (PBME) and their application to the Philippines;Is familiar with Filipino indigenous cultural communities and the issues and problems they face;Has knowledge of the indigenous knowledge systems and practices of Filipino ICC's and the link to their identity and survival; and	<ol style="list-style-type: none">Determines key outputs and their indicators for the progress monitoring of biodiversity, forests and forest lands, environmental governance, ENR, sustainable financing, and local sustainable development;Demonstrates the specific precautions and steps to ensure protection and conservation of biodiversity in any ecosystem intervention;Undertakes participatory biodiversity monitoring and evaluation (PBME);Prepares instrumentations and their operation to generate relevant data for M and E; andMonitors compliance of concerned sectors to ENR standards/ agreements	<ol style="list-style-type: none">Enhances determination of impacts to biodiversity of proposed projects while promoting biodiversity protection and conservation;Serves as resource person in this competency;Leads the monitoring of compliance of concerned sectors to ENR standards/ agreements and permits; andProvides technical assistance on this competency to LGUs and other stakeholders.	<ol style="list-style-type: none">Recommends strategies, policies, guidelines, procedures and criteria for the implementation of RBME activities for different ENRM sites and environmental audit activities.

5. Has knowledge in undertaking the M&E tools for the different sectors of the DENR.	and permits.		
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PCO9 - ENVIRONMENTAL GOVERNANCE



Knowledge of the basic elements of good environmental governance that include transparency, accountability, participation, collaboration and functionality and the ability to apply/practice the elements of good environmental governance in improved resource management. It includes developing and maintaining partnerships and networking to implement ENR policies and programs and to apply existing ENR standards and development of standards as needed.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Assists in environmental governance activities that include transparency, accountability, participation, collaboration and functionality</p> <ul style="list-style-type: none"> 1. Has knowledge of major ENR policies and their requirements for implementation at the provincial and local levels; 2. Knows the formulated ordinances scheme for Environmental Governance and procedure among LGUs and Management Council and Bodies; 3. Has knowledge for integrating RBME with the environmental governance improvement; and 4. Knows institutional partnership and networking rules and regulations, and other issuances. 	<p>Undertakes environmental governance activities that include transparency, accountability, participation, collaboration and functionality</p> <ul style="list-style-type: none"> 1. Develops and maintains partnerships and networking to implement ENR policies and programs and to apply existing ENR standards and development of standards as needed; 2. Implements ENR governance policies and programs; and 3. Applies existing ENR standards and development of standards as needed. 	<p>Leads environmental governance activities that include transparency, accountability, participation, collaboration and functionality</p> <ul style="list-style-type: none"> 1. Designs and implements training programs on IEM for DENR and LGUs for role and capacitation of DENR and LGUs in NRM. 	<p>Formulates and recommends strategies, policies, guidelines, procedures and criteria for environmental governance activities</p> <ul style="list-style-type: none"> 1. Develops and recommends strategies, policies, guidelines, procedures and criteria for effective environmental governance activities; and 2. Champions the practice of good governance and serves as role model in the workplace.



PCO10 - CLIMATE CHANGE AND ENVIRONMENTAL MANAGEMENT

The ability to apply IEM in order to mitigate climate change and facilitate adaptation strategies for ecosystems in helping communities adjust their livelihoods and enterprises.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in applying mitigating measures and adaptive solutions to climate change	Applies mitigating measures and adaptive solutions to climate change	Leads the application of mitigating measures and adaptive solutions to climate change	Recommends strategies, policies, guidelines, procedures and criteria for the application of mitigating measure and adaptive solutions to climate change
<ol style="list-style-type: none">1. Has knowledge and understanding of the causes and effects of climate change;2. Has knowledge on the mitigating measures and adaptive solutions to climate change; and3. Has basic knowledge on international conventions, protocols and agreements, and national policies and laws to address climate change.	<ol style="list-style-type: none">1. Conducts vulnerability assessment;2. Integrates IEM principles to address climate change issues in the LGU-CLUPs, projects/establishment; and3. Conducts intensive IEC among stakeholders on Climate Change Adaptation and Mitigation (CCAM).	<ol style="list-style-type: none">1. Spearheads the implementation of climate change mitigation and adaptation strategies and measures; and2. Implements/monitors mitigating measures and adaptive solutions to climate change.	<ol style="list-style-type: none">1. Recommends strategies, policies, guidelines, procedures and criteria for the application of mitigating and adaptive solutions to climate change;2. Undertakes institutional partnership, networking and public mobilization to address climate change; and3. Acts as resource person of the community in CCAM.



PCO11 - INFORMATION, EDUCATION AND COMMUNICATION, SOCIAL MARKETING AND EXTENSION SUPPORT

The ability to develop a communication/advocacy/social marketing plan to target changes of behaviors among local and national policy makers, and users/on-site land and resource managers/stakeholders to improve ENRM. It includes documentation of best practices and how to use these to enhance social marketing for changing behaviors and policies.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in social marketing and extension support activities to improve ENRM	Undertakes social marketing and extension support activities to improve ENRM	Leads in social marketing and extension support activities to improve ENRM	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM
<ol style="list-style-type: none">1. Has knowledge on ENRM plans and programs and identified stakeholders;2. Identifies and understands the target audiences for marketing of IEM program;3. Has knowledge on the concept and practice of social marketing and its application to IEM program implementation; and4. Undertakes social marketing initiative for IEM.	<ol style="list-style-type: none">1. Undertakes advocacy activities/ disseminates information and technologies for the adoption and practice of IEM;2. Undertakes groundwork and preparations for implementation of the social marketing/ advocacy plan.	<ol style="list-style-type: none">1. Designs social marketing and advocacy plan for an IEM/NRM Program; and2. Serves as resource person in this competency.	<ol style="list-style-type: none">1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social marketing and extension support activities to improve ENRM.



PCO12 - SOCIAL NEGOTIATION

The ability to analyze situational conflict(s) among stakeholders, facilitate appropriate negotiation strategy and process, and seal the agreement reached through a memorandum (MOA) or other formal/legal document.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in social negotiation activities	Conducts social negotiation activities	Leads conduct of social negotiation activities	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities
<ol style="list-style-type: none">1. Has basic knowledge on the concept of social negotiation in ENR management; and2. Has basic knowledge on the profile of stakeholders, the issues and problems they are facing, and the laws and institutions protecting their rights and privileges.	<ol style="list-style-type: none">1. Analyzes situational conflict(s) among stakeholders;2. Facilitates appropriate negotiation strategy and process; and3. Seeks consensus among parties of the provision in the formulations of a memorandum or other formal/legal document to reduce societal/intergenerational inequity in the context of integrated resource management.	<ol style="list-style-type: none">1. Spearheads conduct of social negotiation activities arising from analyzing situational conflict(s) among stakeholder, facilitating appropriate negotiation strategy and process;2. Monitoring compliance of the provisions stipulated in the MOA or other formal/legal document; and3. Serves as resource person in this competency.	<ol style="list-style-type: none">1. Recommends strategies, policies, guidelines, procedures and criteria for the conduct of social negotiation activities; and2. Recommends forging of similar undertakings in pursuance of social negotiation activities.



PCO13 - ENR LAW ENFORCEMENT

The ability to:

- enforce ENR existing laws on protection and improved management of natural resources (forestry, wildlife, protected area, coastal, lands, cave, water resources, etc);
- organize, establish and operate multi-sectoral/ inter-agency /LGU NR Protection Council; to identify policy gap and to develop, formulate policies for improved environmental management; and
- monitor compliance and evaluation of existing tenurial instruments and permits.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in ENR law enforcement activities	Implements ENR law enforcement activities	Leads the implementation of ENR law enforcement activities	Recommends strategies, policies, guidelines, procedures and criteria for the implementation of ENR law enforcement activities
<ol style="list-style-type: none">1. Has basic knowledge on ENR laws, rules and regulations;2. Has basic knowledge on surveillance, patrolling, forest fire/pest & diseases management, data gathering and preparation of spot report;3. Has knowledge on how to use or operate gadget (hand-held radio, camera with geo-tagging capability, satellite phones, LAWIN system); and4. Has knowledge on the conduct of CEPA.	<ol style="list-style-type: none">1. Assists in the conduct of ENR resource valuation activities;2. Implements ENR law enforcement activities & operational plans with the assistance of concerned stakeholders;3. Processes intelligence report from stakeholders and informants;4. Conducts investigation, preparation of affidavits and complaints;5. Monitors compliance of ENR tenure holders; and6. Operates the e-filing system and database management.	<ol style="list-style-type: none">1. Conducts ENR resource valuation activities;2. Organizes, establishes and operates multi-sectoral council (SDENRO, DENRO & WEO) or inter-agency/LGU/OGA NR Protection Council (MFPC, PAILTF);3. Leads ENR law enforcement activities;4. Conducts administrative adjudication proceedings; and5. Prepares related ENR operational plans including learning designs for capacity building.	<ol style="list-style-type: none">1. Introduces strategies on ENR operation and recommends policies on environmental protection and management (forest protection strategies i.e. denying the source, cutting of route and denying the market);2. Conducts training of field staff in the implementation of ENR rules and regulations;3. Collaborates/networks with institutions/ law enforcement Agencies/ NGO/Media & other concerned stakeholders/ Establishes and maintains linkages with institutions/ Law Enforcement Agencies/ NGO/Media & other concerned stakeholders;

			<ol style="list-style-type: none">4. Acts as resource person on ENR Laws, rules and regulations; and5. Conducts technical evaluation with recommendations of all ENR cases.
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PCO14 - LAND DISPOSITION AND MANAGEMENT



The ability to effectively manage alienable and disposable (A&D) lands and other government lands as defined in the Public Land Act through formulation of land policies and programs; conduct of sound land disposition through systematic adjudication for equitable land ownership and tenurial security, and land valuation to support revenue generation and stimulate land market.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assist in the disposition of A&D lands and management of other government lands.	Processes and evaluates public land applications	Leads in the disposition of A&D lands and management of other government lands.	Recommends plans, programs and policies on land management activities
<ol style="list-style-type: none"> 1. Has basic knowledge of the pertinent laws, rules and regulations on land resources management; 2. Identifies properties such as friar lands, foreshore, salvage zone/legal easement and titled properties belonging to national government and other lands not placed under the control of other government agencies, and proclaimed lands subject for disposition; 3. Has basic knowledge in research, inventory and assessment of land resources and improvements; and 4. Has basic knowledge on rules and regulations on claims and conflicts resolution and ADR mechanism. 	<ol style="list-style-type: none"> 1. Identifies different public lands for disposition and management; 2. Evaluates and assesses inventory of land resources and improvements for various uses; 3. Prepares CSW of all documents for submission to RO; 4. Assist in the preparation of plans and programs in the management of land resources in accordance with the purpose where the land is being proclaimed, reserved and titled; and 5. Assists in the conduct of claims and conflicts resolution and ADR mechanism. 	<ol style="list-style-type: none"> 1. Evaluates different land resources for land management purposes; 2. Implements, Monitors and evaluates land management plans and programs; 3. Establishes coordination with different stakeholders on land disposition and management; 4. Reviews CSW for submission to RO; and 5. Conducts claims and conflicts resolution and ADR proceedings and prepares pertinent documents. 	<ol style="list-style-type: none"> 1. Introduces innovation on the management of lands; 2. Reviews and recommends actions, plans and policies pertaining to land management; 3. Leads certain activities on land management; 4. Formulates and recommends policies on land management matters; and 5. Acts as resource person in meetings, hearings, and other seminar on land management.



PCO15 - FOREST, WATER AND WILDLIFE RESOURCES REGULATION

The ability to effectively and sustainably manage and regulate the utilization of forest, water resource and wildlife.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the forest, water and wildlife resource utilization and regulation activities	Processes and evaluates forest, water and wildlife resource utilization and regulation activities	Evaluates and reviews the forest, water and wildlife resource utilization and regulation activities	Recommends plans, strategies, programs and policies on forest, water and wildlife resource utilization and regulation activities
<ol style="list-style-type: none">1. Has basic knowledge of the pertinent laws, rules and regulations on forest and water utilization and wildlife permitting; and2. Has basic knowledge on the requirements and processes in the issuance of permits/licenses.	<ol style="list-style-type: none">1. Evaluates documents and analyzes data submitted;2. Prepares plans, programs and completed staff work (CSW); and3. Processes and recommends appropriate mode of tenure and permits for forest, water, and wildlife resource utilization).	<ol style="list-style-type: none">1. Reviews, revises and recommends plans and programs pertaining to forest, water and wildlife resources utilization & regulation activities; and2. Implements /monitors the implementation of the plans and programs on resource regulation.	<ol style="list-style-type: none">1. Introduces innovation on forest, water and wildlife resource utilization and resource regulation;2. Reviews and recommends policies pertaining to forest, water and wildlife resources utilization and regulation activities; and3. Administers all activities on resources and utilization regulation.

PCO16 - TENURE AND RIGHTS ASSESSMENT

The ability to evaluate effectiveness of tenure holders – government instrumentalities, community, private sector, others - based on organizational, stewardship, protection and management capabilities.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Assists in the evaluation on the effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p>	<p>Evaluates effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p>	<p>Leads the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p>	<p>Formulates and recommends strategies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities</p>
<p>1. Has knowledge on the different kinds of tenure and qualifications of holders. Knows the different kinds of tenure holders, community, private sector, others.</p>	<p>1. Evaluates effectiveness of tenure holders – government instrumentalities, community, private sector, others - based on organizational, stewardship, protection and management capabilities; and</p> <p>2. Assists the land and resource management units improve or strengthen resource management of their areas of responsibility.</p>	<p>1. Reviews the effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities.</p>	<p>1. Develops and recommends strategies, policies, guidelines, procedures and criteria for the evaluation of effectiveness of tenure holders based on organizational, stewardship, protection and management capabilities.</p>



PCO17 - TENURIAL INSTRUMENTS AND PERMITS FOR IMPROVED RESOURCE MANAGEMENT

Knowledge of the basic elements of good environmental governance that include transparency, accountability, participation, collaboration and functionality and the ability to apply/practice the elements of good environmental governance in improved resource management. It includes developing and maintaining partnerships and networking to implement ENR policies and programs and to apply existing ENR standards and development of standards as needed.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assist in the preparation of tenurial instruments and permits for improved resource management	Prepares tenurial instruments and permits for improved resource management.	Reviews and recommends the approval of the issuance of tenurial instruments and permits for improved resource management.	Formulates and recommends strategies, policies, guidelines, procedures and criteria for the issuance of tenurial instruments and permits for improved resource management
1. Has knowledge of appropriate tenure instruments and permits.	1. Prepares/ draft tenurial instruments and permits for improved resource management.	1. Reviews and recommends the approval of the issuance of tenurial instruments and permits for improved resource management organizations/private sector and co-management under the partnership for improved resource management; 2. Provides technical assistance on this competency to LGUs and other stakeholders; and 3. Reviews and recommends existing laws for policy recommendation.	1. Develops, recommends and introduces innovation, strategies, policies, guidelines, procedures and criteria for the issuance of tenurial instruments and permits under co-management agreement for improved resource management; 2. Reviews and recommends actions, plans and policies pertaining to issuance of tenure instrument and permits; 3. Administers all activities on issuance of tenure instrument and permits; and 4. Recommends formulation of new policy guidelines on issuance of tenure instrument and permits.

PCO18 - GEOGRAPHIC INFORMATION SYSTEM (GIS)



The ability required to operate, update, access, maintain and secure GIS data software and hardware. It requires the ability for the generation, processing, management and dissemination of geographic data to interested users.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Knows basic knowledge in GIS and other related software</p> <p>1. Has basic knowledge in creating maps using GIS software and related equipment;</p> <p>2. Coordinates and gathers thematic map and other geospatial data from other divisions/ offices pertaining to GIS – supported projects;</p> <p>3. Assists in the evaluation, integration and analysis of thematic maps and other geospatial data;</p> <p>4. Assist in the preparation of metadata and other documentation requirements; and</p> <p>5. Has basic knowledge on computer-aided design programs.</p>	<p>Implements GIS application and development for resource mapping</p> <p>1. Compiles geographic data from a variety of sources (e.g. field observation, satellite imagery);</p> <p>2. Operates system hardware, software and other related equipment and maintains GIS;</p> <p>3. Documents all project activities and prepares progress and other reports;</p> <p>4. Assists in the implementation and development of basic GIS techniques/ applications;</p> <p>5. Integrates and analyzes geospatial data;</p> <p>6. Assists in the development and establishments of data bases for GIS supported projects; and</p> <p>7. Generates geographic data and statistics for incorporation into documents and reports.</p>	<p>Leads implementation of GIS techniques for resource mapping</p> <p>1. Prepares project proposals related to GIS supported project;</p> <p>2. Leads implementation of GIS activities;</p> <p>3. Develops and recommends new GIS applications, techniques and databases for GIS supported project;</p> <p>4. Prepares technical reports on GIS supported projects; and</p> <p>5. Reviews GIS supported projects prior to submission and evaluation by management.</p>	<p>Prepares plans and programs and formulates policy recommendations for GIS resource mapping</p> <p>1. Prepares plans and programs and formulates policy recommendation on GIS supported projects;</p> <p>2. Reviews/approves technical reports on GIS projects;</p> <p>3. Creates strategic alliances to ensure that goals and plans are aligned to the interests of other offices; and</p> <p>4. Acts as resource person in GIS.</p>



PCO19 - SURVEYING

The ability to conduct measurement of the earth's surface primarily to establish geodetic control/project control points and boundaries of the political subdivision and individual land parcels by determining the coordinates/position of its corners, setting corner markers or monuments and obtaining the boundary technical description and area information and making there from the scaled representation of the area surveyed by means of plans or maps, for registration, legal or development purposes.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in land surveying activities	Conducts land surveying activities	Supervises land surveying activities	Formulates plans, programs and policies on land surveying activities
<ol style="list-style-type: none">1. Has basic knowledge in land surveying principles including its laws, rules and regulation;2. Has basic knowledge in operating and proper handling of surveying instruments and equipment;3. Has a basic knowledge in the different types of maps and plans and in map reading;4. Has basic knowledge in plotting of survey data;5. Assists in the conduct of research of data for the execution of land surveys;6. Assists in the conduct of reconnaissance surveys prior to the conduct of actual surveys; and7. Assists in the sketching and	<ol style="list-style-type: none">1. Has advanced knowledge in map reading;2. Conducts reconnaissance survey;3. Operates appropriate surveying instruments and equipment;4. Has knowledge of various horizontal and vertical coordinate systems and datum;5. Perform computerized processing of survey field data;6. Conducts land survey; and7. Has advance knowledge in plotting field survey data.	<ol style="list-style-type: none">1. Establish geodetic and project controls;2. Conducts political boundary survey in coordination with the concerned local government units (LGU) and concerned stakeholders;3. Supervises survey party/ survey projects;4. Has basic knowledge in geographical information systems;5. Prepares survey returns;6. Conduct field investigation and prepare technical reports therein;7. Leads a technical unit/section in the surveying office;8. Serves as resource person in technical training/workshop related to surveying;	<ol style="list-style-type: none">1. Monitors and evaluates implementation of survey programs;2. Formulates and recommends policy on surveying matters;3. Reviews, evaluates and recommends approval or rejection of surveys;4. Participates in the technical conferences and activities related to land survey with the other government agencies, LGU and other stakeholders;5. Attends meetings and congressional hearing in connection with the survey matters;6. Prepares plans and programs in relation to surveying activities; and7. Reviews the technical correctness of the survey and certifies survey plans for

monumenting of the land parcels.		9. Evaluates various supporting and legal documents in the conduct of land surveys; and 10. Recommends the technical correctness of the technical survey and certifies survey plans for land registration.	land registration.
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PCO20 - SURVEY VERIFICATION

The ability to perform computations, apply calculating methods to determine the latitude, longitude, elevations, angles, areas, transformations from one projection system to another, and other information primarily for the purpose of determining distance, direction, area of polygon, or for the purpose of plotting and mapping, wherein the data, is either from field notes as observed by engineering survey party or from existing survey records on file, using reference tables or software and calculating machine or computer.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in survey verification activities	Conducts survey verification activities	Supervises survey verification activities	Formulates plans, programs and policies on survey verification activities
<ol style="list-style-type: none">1. Has basic knowledge in trigonometry;2. Has basic knowledge in applying formulas in determining the azimuth/bearing, distance, area and position/coordinates;3. Has basic knowledge in preparation of traverse computation sheets from field notes;4. Has basic knowledge in preparation of lot data computation sheets from field notes; and5. Has basic knowledge in using scientific and programmable calculator.	<ol style="list-style-type: none">1. Computes traverse and lot data computations of survey returns;2. Computes geographic positions;3. Computes survey data using computer software application or scientific/programmable calculator;4. Plots the survey plans on projection maps; and5. Has knowledge in geo-referencing.	<ol style="list-style-type: none">1. Verifies traverse and lot data computations of survey returns;2. Analyzes and rectifies errors in the computations within allowable closure of error;3. Manages projection and other survey verification units;4. Prepares reports to management defining problem, evaluation and possible solution;5. Evaluates survey returns with regards to land survey verification; and6. Has advanced knowledge in geographic information system.	<ol style="list-style-type: none">1. Develops, promotes, implements, monitors and evaluates plans and policies of survey verification units;2. Recommends policies regarding land survey verification activities;3. Manages technical sections on survey and mapping activities; and4. Acts as technical expert/ witness and testifies on subpoena duces tecum on cases pursuant to court order.



PCO21 - MAPPING

The ability to draw or plot data either manually or digitally, from actual survey or existing records in order to represent the whole parcel of land or a portion thereof, by means of signs and symbols or photographic imagery at some given scale or projection, to which lettering is added for identification, depicting the lengths and directions of boundaries of a parcel of lands as well as the relative horizontal positions of any existing structures therein or in its vicinity.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in land mapping activities	Conducts land mapping activities	Leads land mapping activities	Formulates plans, programs and policies on land mapping activities
<ol style="list-style-type: none">1. Has basic knowledge in the different types of maps and plans and in the preparation thereof;2. Has basic knowledge in manual drafting and in using drafting instruments and equipment;3. Has basic knowledge in identifying survey symbols in maps and plans; and4. Has basic knowledge in digitizing of survey maps and plans.	<ol style="list-style-type: none">1. Has knowledge on policies and standards related to mapping activities;2. Has advanced knowledge in computerized plotting and mapping;3. Prepares maps and plans from survey data;4. Has advanced knowledge in cartography;5. Has knowledge in the use of projection system; and6. Has basic knowledge in the preparation and construction of cadastral maps and other maps and plans.	<ol style="list-style-type: none">1. Leads and integrates compilation, reproduction and editing of mapping activities;2. Leads the preparation and construction of consolidated cadastral map, cadastral index map and land information map;3. Has advanced knowledge on the different types of map projections;4. Has advanced knowledge in geo-referencing and digital projection;5. Supervises a cartographic unit/ section;6. Has knowledge in the evaluation/ validation of maps, plans and other survey data and prepare technical report therein;	<ol style="list-style-type: none">1. Reviews, evaluates and recommends for approval, correction or rejection of maps and plans;2. Develops design concepts and the corresponding guidelines for the enhancement of maps and plans and recommends their adoption;3. Recommends revisions on previously approved/issued maps and plans from survey and other technical data references; and4. Provides inputs in the formulation of policies on mapping procedures and standards.

		<ul style="list-style-type: none">7. Has advanced knowledge in geographic information system; and8. Serves as resource person in the technical training/workshop related to plotting and mapping.	
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PCO22 - LAND MANAGEMENT INFORMATION SYSTEM ADMINISTRATION

The ability to operate, update, access and maintain Land Administration Management System (LAMS) data software and hardware. It requires the ability for the generation, processing, management and dissemination of geographic data to interested users.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Has knowledge in LAMS and other related software	Implements LAMS application and development for resource mapping	Leads implementation of LAMS resource mapping	Prepares plans and programs and formulates policy recommendations for LAMS resource mapping
<ol style="list-style-type: none">1. Has basic knowledge on the operation of a database management system;2. Has knowledge on basic programming languages;3. Has basic knowledge on policies and standards on computerized land information system;	<ol style="list-style-type: none">1. Knows the various land management information system software;2. Designs basic system programs based on end-user's requirements;3. Maintains and updates computerized recording, filing, retrieval and inventory system;4. Maintains software library and periodically monitors memory management; and5. Undertakes cleansing of encoded/scanned survey records.	<ol style="list-style-type: none">1. Leads an information technology unit;2. Has advanced knowledge in various programming languages and their applications;3. Acts as a resource person in system application;4. Acts as system administrator;5. Reviews and recommends system programs; and6. Has advanced knowledge on file and database organization (I.e. data organization, database management system, storage and analysis).	<ol style="list-style-type: none">1. Reviews and leads data analysis and statistics on land database;2. Formulates and recommends plans and policies on data security risk and disaster recovery;3. Provides directions strategy of data harmonization and synchronization with other land database of other agencies;4. Recommends IT service standards on land transactions within organization;5. Reviews and recommends Information System Strategic Plan of the organization; and6. Acts as resource person on matters pertaining to land management and information system.

PCO23 - LAND RECORDS MANAGEMENT



The ability to efficiently and effectively maintain an updated and orderly filing system of land records manually or thru the use of computers, to facilitate retrieval and maintenance of land records.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in land records management activities	Maintains an updated and orderly filing system of land records	Leads in land records management activities	Formulates plans, programs and policies on land records management
<ul style="list-style-type: none"> 1. Has basic knowledge on the rules and regulations on land records management; 2. Has basic knowledge on grooming, scanning, filing, inventory, retrieval, maintenance and disposition of land records; 3. Has basic knowledge on land records pertaining to public land application records, survey plans and maps and other survey data; 4. Has basic knowledge and skills on computer operations (Manifold, AutoCAD, and other GIS software); 5. Has basic knowledge in land records in order to respond to public inquiries; and 6. Has basic knowledge on the operation and maintenance of the scanning and printing equipment. 	<ul style="list-style-type: none"> 1. Identifies information on land records pertaining to public land application records, survey plans and maps and other survey data; 2. Maintains and updates the filing and retrieval system of land records; 3. Searches and retrieves land records from existing database to meet administrative, legal and or as a tool for policy decision making and other use; 4. Prepares certifications, letters and memoranda pertaining to status of land records; 5. Establishes storage and management of records either physical or in digital format; 6. Has knowledge in the legal restrictions and provisions of laws in the management and maintenance of records; and 	<ul style="list-style-type: none"> 1. Classifies information on land records pertaining to public land application records, survey plans and maps and other survey data; 2. Creates system on filing, inventory, retrieval and maintenance and disposition of land records; 3. Reviews certifications, letters and memoranda pertaining to status of land records; 4. Prepares plans and policies pertaining to land records management; and 5. Leads activities on land records management. 	<ul style="list-style-type: none"> 1. Administers all activities on land records management; 2. Acts as technical expert/ witness and testifies on subpoena duces tecum on cases pursuant to court order; 3. Establishes and maintains an active continuing program for the management, preservation and disposition of land records and confidential information; 4. Serves as a resource person on this competency; 5. Formulates and recommends actions, plans and programs on land records management including modernization of land records management system; 6. Provides management in relevant data and statistics as inputs to decision making; and

	7. Has knowledge on the categories and classification of land records.		7. Certifies documents/survey plans or maps for registration, legal or development purposes.
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PCO24 - FOREST RESOURCE INVENTORY AND ASSESSMENT



The ability required to conduct inventory, accounting/valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data as inputs to development and management plans and/or program of action of government and private entities and other stakeholders.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
<p>Assists in the conduct of inventory, accounting/valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data</p>	<p>Conduct inventory, accounting/ valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data as inputs to development and management plans and/or program of action of government and private entities and other stakeholders</p>	<p>Supervises the conduct of inventory, accounting/valuation and assessment studies of timber and non-timber products for generation of statistics, information and base data</p>	<p>Plans and recommends programs and policies in the conduct of inventory, accounting/valuation and assessment studies of timber and non-timber products for timber and non-timber products for generation of statistics, information and base data.</p>
<ol style="list-style-type: none"> 1. Knows different techniques and procedures of forest resources inventory, accounting/valuation and assessment studies; 2. Knows how to conduct plane surveying using UTM grids and GPS including geo-tagging; 3. Knowledge on species identification of timber and non-timber forest products; and 4. Knows how to prepare and interpret the maps on the ground and vice- versa. 	<ol style="list-style-type: none"> 1. Prepares inventory design; 2. Lays-out in the field the inventory design; and 3. Prepares tally sheets. 	<ol style="list-style-type: none"> 1. Conducts inventory as planned/designed; 2. Collates and presents the gathered data; 3. Prepares stand-and-stock table; 4. Oversees and monitors progress of inventory work; 5. Analyzes and interprets data gathered from the inventory; 6. Handles boundary conflict resolution; and 7. Harmonizes field data gathered. 	<ol style="list-style-type: none"> 1. Imparts knowledge on forest resources inventory; and 2. Applies results of the forest resource inventory to planning process and projection module and to resource accounting system.



PCO25 - SCALING, GRADING AND ASSESSMENT OF FOREST PRODUCTS

The ability required to assess the volume and grade of logs and lumber consistent with approved government standards on scaling and grading for assessing the required government fees or charges.



BASIC	INTERMEDIATE	ADVANCED	SUPERIOR
Assists in the conduct of scaling and grading of forest products for assessing the required government fees or charges	Assesses the volume and grade of logs and lumber consistent with approved government standards on scaling and grading for assessing the required government fees or charges	Supervises the implementation of scaling, grading and assessment of forest products	Formulates and recommends plans, programs and policies on the scaling, grading and assessment of forest products
<ol style="list-style-type: none">1. Knows how to use scaling instruments;2. Knows the applicable rules and regulations on scaling and grading; and3. Identifies commercial and lesser-known timber species, and non-timber forest products.	<ol style="list-style-type: none">1. Scales and grades timber and lumber according to scaling and grading rules and regulations;2. Computes the volume (gross and net) of logs and lumber and other forest products;3. Prepares scaling and grading reports, i.e. scale sheet, auxiliary invoice; and4. Determines the forest charges to be imposed according to applicable laws.	<ol style="list-style-type: none">1. Reviews and/or checks scaling and assessment reports to detect errors; and2. Teaches technical and nontechnical personnel, including users on how to scale the logs and lumber and other forest products.	<ol style="list-style-type: none">1. Develops procedures and/or methodologies to improve the system of scaling and grading of forest products.