



CSC DOS WEB APP

Agency :	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Region II
Place of Assignment :	Administrative Division - Cash Section, Regional Office
Position Title :	Credit Officer I
Plantilla Number :	OSEC-DENRB-CROF1-19-1998
Salary/Job/Pay Grade :	9
Monthly Salary :	Php 21211
Eligibility :	Career Service Professional / Second Level Eligibility
Education :	Bachelor's degree
Training :	None Required
Work Experience :	None Required
Competency :	Has intermediate knowledge and skills in the preparation and processing of the accuracy and propriety of checks for issuance and the posting and indexing of all office's payments.

Instruction/Remarks :

In line with the agency's adherence to equal employment opportunity principle in the Recruitment, Section and Placement process, we welcome all interested applicants regardless of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, and political affiliation. Interested and qualified applicants are advised to submit their application and documents thru the Job Portal which can be accessed at the following website: r2.denr.gov.ph. Only application with complete documents submitted online will be considered in view of our e-Recruitment, Selection and Placement (RSP) processes. Deadline of submission of requirements and application letter with all attachments at the JOB PORTAL is on February 26, 2024. Attach the following documents to the application letter:

1. Signed letter of intent indicating position applied for;
2. Fully accomplished, subscribed and sworn Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with recent passport-sized picture and attached signed Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
3. Signed Performance Rating Sheet in the last rating period (July-December 2023);
4. Authenticated eligibility such as: a.) Authenticated CSC certificate of eligibility; b.) Authenticated PRC Board Rating and updated License
5. Authenticated Transcript of Records for Bachelor's degree and Postgraduate degree;
6. Certified photocopies of Training certificates;
7. Photocopy of Special Orders for designations.

To be considered for appointment, an applicant must complete all phases of the evaluation process.

QUALIFIED APPLICANTS are advised to address their application to:

GWENDOLYN C. BAMBALAN, DPA, CESO III

Regional Executive Director

Regional Office No. 02

Regional Government Center, Carig Sur, Tuguegarao City

APPLICATIONS WITH INCOMPLETE AND/OR UNAUTHENTICATED DOCUMENTS WHEN REQUIRED SHALL NOT BE ENTERTAINED.

Posting Date : 2024-02-16

Closing Date : 2024-02-26