

11SA R8-2024-010720



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Regional Office No. VIII  
DENR 8 Compound, Brgy. 2, Jones Extension, Tacloban City  
Tel No: (053) 832-2319  
Mobile: +639364704008 (Globe) / +639465333809 (Smart)  
Email Address: embr8\_records@emb.gov.ph



May 7, 2024

**ATTY. MARILYN E. TALDO**  
Director IV  
Civil Service Commission Field Office – Leyte II  
Government Center Candahug, Palo, Leyte

ENVIRONMENTAL MANAGEMENT BUREAU REGION VIII	
Signature: _____	
Name: _____	LOMILSON B. MENDOZA
Date: _____	07 MAY 2024
Time: _____	1:17
<b>RELEASED</b>	

Dear Director Taldo:

We would like to request for the publication in the Civil Service Bulletin of Vacancies the attached list of vacant positions (Chief Administrative Officer and Supervising Environmental Management Specialist) of the Department of Environment and Natural Resources – Environmental Management Bureau, Region VIII, DENR Compound, Brgy. 2, Tacloban City.

For your favorable consideration please.

Thank you.

Very truly yours,

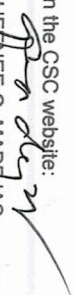
**ENGR. WILSON L. TRAJECO, PhD.**  
Regional Director



Republic of the Philippines  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the ENVIRONMENTAL MANAGEMENT BUREAU in the CSC website:

  
**QUENE C. MADEJAS**  
 Administrative Officer / Concurrent Head, Human Resource Unit  
 Date: May 7, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	CHIEF ADMINISTRATIVE OFFICER	EMBB-CADOF-42-2014	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service Professional/ Second Level eligibility	Building collaborative, inclusive working relationships. Intermediate: Builds Partnerships and networks to deliver or enhance work outcomes.  Managing Performance and Coaching for Results. Intermediate: Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.  Leading Change. Intermediate: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept change.  Thinking Strategically and Creatively. Intermediate: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.  Creating and Nurturing a High Performing Organization. Intermediate: Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	EMB Region 8

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 20, 2024.

1. Application letter indicating desired position. Indicate Item Number;
  2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  3. Performance rating **in the last rating period**;
  4. Authenticated certificate of eligibility/rating/license;
  5. Authenticated Transcript of Records and Diploma. Certification of Masteral Units Earned;
  6. Authenticated photocopy of certificates of relevant trainings attended; and
  7. All details in the Personal Data Sheet (PDS) should be supported with documents/certifications.
  8. This Office highly encourages all interested applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Engr. WILSON L. TRINICO, PH.D.**  
Regional Director  
DENR Compound, Brgy. 2, Tacloban City  
[emb8\\_records@emb.gov.ph](mailto:emb8_records@emb.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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*Quenee C. Madejas*  
QUENEEN C. MADEJAS

Administrative Officer V/Concurrent Head, Human Resource Unit

Date:

May 7, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	SUPERVISING ENVIRONMENTAL MANAGEMENT SPECIALIST	EMMB-SVENMMS-76-2014	22	71511	Bachelor's degree in relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		EMB Region 8

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**Engr. WILSON L. TRAVECO, PhD.**

Regional Director

DENR Compound, Brgy. 2, Tacloban City

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