

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:

Queen C. Madejas
QUEENEE C. MADEJAS
Administrative Officer VI/Concurrent Head, Human Resource Unit

Date: August 23, 2022

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	EMB-CADOF- 42-2014	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken	4 years of supervisory/ management experience	Career Service Professor/ 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 September 7, 2022.

1. 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;
 2. Performance rating in the last rating period (if applicable);
 3. Photocopy of certificate of eligibility/rating/license; and
 4. Photocopy of Transcript of Records.
 5. 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:

MARZAN JOSE V. DESPI
MARZAN JOSE V. DESPI
Regional Director
DENR Compound, Brgy. 2, Tacloban City
emb8_records@emb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.