

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

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Environmental Management Bureau Regional Office 8 in the CSC website:

Date:

September 7, 2020

MYRNA L. ESCARLAN  
Admin. Asst. II/HR Asst.

**RECEIVED**  
A-07-20W  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I  
2-12

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Supervising Administrative Officer	EMBB-SADOF-16-2014	22	66,867.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional), Second Level Eligibility		EMB Region 8
2	Administrative Officer IV	EMBB-ADO4-24-2014	15	32,053.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional), Second Level Eligibility		EMB Region 8
3	Administrative Assistant II	EMBB-ADAS2-59-2014	8	17,505.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility		EMB Region 8
4	Administrative Assistant I	EMBB-ADAS1-47-2004	7	16,458.00	Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility		EMB Region 8
5	Engineer III	EMBB-ENG3-60-2014	19	46,791.00	Bachelor's Degree relevant to the job	8 hours of relevant training	3 years of relevant experience	RA 1080		EMB Region 8
6	EMS II	EMBB-EMS2-186-2014	15	32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		EMB Region 8
7	EMS II	EMBB-EMS2-188-2014	15	32,053.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		EMB Region 8
8	EMS I	EMBB-EMS1-174-2014	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		EMB Region 8

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MYRNA L. ESCARLAN  
Adm'n. Asst. II/HR Asst.

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					Education	Training	Experience	Eligibility		
9	EMS I	EMBB-EMS1-175-2014	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		EMB Region 8
10	EMS I	EMBB-EMS1-179-2014	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		EMB Region 8
11	EMS I	EMBB-EMS1-183-2014	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		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 1, 2020.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LETICIA R. MACEDA  
Regional Director  
Environmental Management Bureau Regional Office 8  
DENR Compound, Brgy. 2, Tacolban City  
[emb8\\_emb8@yahoo.com](mailto:emb8_emb8@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.