


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:

  
QUEENE C. MADEJAS

Administrative Officer VI Concurrent Head, Human Resource Unit

Date: March 11, 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	
1	ADMINISTRATIVE OFFICER III	EMBB-ADOF3-35-2014	14	33843	Bachelor's degree	8 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	EMB Region 8
2	ENVIRONMENTAL MANAGEMENT SPECIALIST I	EMBB-EMS1-182-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	EMB Region 8
2	ENVIRONMENTAL MANAGEMENT SPECIALIST II	EMBB-EMS1-184-2014	15	36619	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

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 March 21, 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); to include the work experience sheet, if applicable (CS Form No. 212 attachment - Work Experience Sheet)
3. Performance rating in the last rating period (if applicable);
4. Authenticated certificate of eligibility/rating/license;
5. Authenticated Transcript of Records and Diploma; Certification of Mastreral Units earned;
6. 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 and expression (SOGIE).

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

  
**WILSON L. TRAJECO**  
Regional Director  
DENR Compound, Brgy. 2, Tacloban City  
[embr8\\_records@emb.gov.ph](mailto:embr8_records@emb.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**