

EMB-NCR-FILE

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

Electronic copy to be submitted to the CSC PDR in MS Excel format

CIVIL SERVICE COMMISSION  
National Capital Region  
CSFO-DENR

RECEIVED

By: \_\_\_\_\_  
DATE: 10 JUN 2023 TIME: \_\_\_\_\_

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:

JOY E. NOVENTINO  
HRMO

Date: June 20, 2023

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	Environmental Management Specialist I	EMBB-EMS1-41-2014	11	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility / RA1080	Environmental Monitoring and Enforcement Division (EMED)

Interested and qualified applicants should signify their interest in writing. The following documents shall be attached to the application letter and send to the address below not later than **JUNE 30, 2023**.

1. Application Letter;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Civil Service Eligibility (Professional) and/or Professional License/Board Rating;
5. Photocopy of Diploma and Transcript of Records (Post-Graduate applicants must attached proof of completed units);
6. Certified True Copy of Training Certificate; and
7. Certificate of Employment from current /previous employer (for outsiders),

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

ATTY. MICHAEL DRAKE P. MATIAS  
Regional Director  
NECC, East Ave., Diliman, Quezon City  
[recordsncr@emb.gov.ph](mailto:recordsncr@emb.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS OR FILED BEYOND THE DEADLINE SHALL NOT BE ENTERTAINED.**