

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

CIVIL SERVICE COMMISSION  
National Capital Region  
CSFO-DENR

RECEIVED  
By: \_\_\_\_\_  
DATE: 09 AUG 2023 TIME: 9:53 am

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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. TOLENTINO  
HRMO

Date: August 9, 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	Competency (if applicable)	
1	Administrative Officer IV	EMBB-ADOF4-6-2014	15	36,619.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Finance and Administrative Division (FAD)

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 **August 22, 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.**