



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

**FOR : All Regional Executive Directors, Bureau Directors
and Heads of Attached Agencies**

**ATTN : Chief, Administrative Division
Chief, Personnel Section/Units**

**FROM : The Director
Human Resource Development Service**

SUBJECT : UPDATED LIST OF VACANCIES AS OF 15 JULY 2021

DATE : 19 July 2021

This pertains to the letter from the Department of Budget and Management (DBM), encouraging the conduct of comprehensive organizational review and an action plan for the filling of remaining vacant positions in the DENR, especially those that have been vacant in the past five years or more.

In line with this, you are requested to immediately accomplish the attached form and email this to **denrcohrstat2020@gmail.com** in Microsoft Excel format not later than **22 July 2021 (Thursday)**.

Your immediate compliance will be highly appreciated.


RIC G. ENRIQUEZ, Ph.D., CESO III

Department of Environment and Natural Resources

Office of the Secretary

LIST OF VACANT POSITIONS

as of 15 July 2021

Regional Office/ Bureau:

	ITEM NO.	POSITION TITLE	OFFICE/ DIVISION	SALARY GRADE	REASON FOR VACANCY	DATE VACATED (mmdyyy)	VACATED BY (NAME OF FORMER INCUMBENT)	REMARKS
1	OSEC-DENRB-SPI3-3-2019	SPECIAL INVESTIGATOR III	Internal Affairs Division	18	Newly Created	N/A		Per NOSCA No. 0002019-06-029
2	OSEC-DENRB-EXA3-8-1998	EXECUTIVE ASSISTANT III	Office of the Secretary	20	Promotion	12/18/2020	Juan Dela Cruz	for CSC validation
3	OSEC-DENRB-SADAS3-54-2004	SENIOR ADMINISTRATIVE ASSISTANT III	Office of the Director - Admin Service	15	Compulsory Retirement	2/26/2021	Maria Jean Lopez	for Assessment and Deliberation
4								
5								

Prepared By:

Reviewed/Approved By: