



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

FOR : All Regional Executive Directors
All Regional Directors
All Bureau Directors
All Heads of Attached Agencies
All Heads of Office – Central Office

FROM : The Undersecretary
Management and Technical Services

**SUBJECT : REQUIREMENTS FOR REQUEST FOR CLEARANCE
TO FILL VACANT POSITIONS FOR CY 2005**

DATE : APR 14 2005

In accordance with the provisions of Administrative Order 103, all requests to fill vacant positions shall be submitted to the Office of the USEC for Management and Technical Services through the PERSONNEL DIVISION with the following supporting documents:

1. Request for authority to fill vacant positions indicating **essential and priority positions** requested to be filled for the entire region for CY 2005. (Note: Earlier requests bear no prioritization)
2. List of all funded vacant positions for the entire region/bureau/office including the cost of salary. (**Do not** include positions offered for abolition.)
3. Certification from the Administrative/Finance Division showing that the positions requested to be filled shall not exceed 50% of PS Savings per CSC-DBM Joint Circular No 3 s. 2004, following the attached matrixes:
 - a. Matrix I : Report of Funded Vacant/Vacated Regular Positions in Expanded Plantilla Form
 - b. Matrix II : Vacancies for Clearance
 - c. Matrix III : Report on Positions for Clearance in Expanded Plantilla Form

Clearance to fill vacant positions shall be granted **once** only this calendar year. Once clearance to fill vacant positions is issued, requests for clearance shall no longer be granted for this year. Deadline for all requests shall be on **April 29, 2005**.

For your immediate and strict compliance.


ARMANDO A. DE CASTRO

MATRIX I
REPORT OF FUNDED VACANT /VACATED REGULAR POSITIONS
FY 2005

Department:
 Bureau/Region/Office:

UNIQUE ITEM NUMBER	POSITION TITLE	SG	STEP INCREMENT	ACTUAL SALARY	PERA	ACA	YEAR END BENEFIT	CASH GIFT	HIC	ECIP	CLOTHING	PAGIBIG	PIB	RLIP	TOTAL ANNUAL PERSONAL SERVICES APPRO.	PERSONAL SAVINGS FOR THE YEAR	DATE POSITION WAS VACATED
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18]
TOTALS																	

PREPARED BY:

Chief, Budget Section

CERTIFIED CORRECT:

Chief, Finance Division

NOTED BY:

Head of Office

**MATRIX II
VACANCIES FOR CLEARANCE**

Agency
Bureau/Region/Office

UNIQUE ITEM NUMBER	POSITION TITLE	NO. OF ITEMS	SG	LOCATION	VACATED BY	JUSTIFICATION

Prepared and Certified Correct:

Chief, Administrative Service

Approved:

Head of Office

MATRIX III
REPORT ON VACANT POSITIONS FOR CLEARANCE
FY 2005

Department:
 Bureau/Region/Office:

UNIQUE ITEM NUMBER	POSITION TITLE	SG	STEP INCREMENT	ACTUAL SALARY	PERA	ACA	YEAR END BENEFIT	CASH GIFT	HIC	ECIP	CLOTHING	PAGIBIG	PIB	RLIP	TOTAL ANNUAL PERSONAL SERVICES APPRO.	PERSONAL SAVINGS FOR THE YEAR	REMARKS
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18]
TOTALS																	

PREPARED BY:

CERTIFIED CORRECT:

NOTED BY:

Chief, Budget Section

Chief, Finance Division

Head of Office