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Department of Environment and Natural Resources
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NOV 15 2021

MEMORANDUM

FOR/TO : **The Undersecretary**
Field Operations and Environment

The Bureau Director
Environmental Management Bureau (EMB)

ATTENTION : **All Regional Directors**
EMB Regions NCR, CAR, 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12 & 13

FROM : **The Undersecretary**
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **VALIDATION OF PROPOSED COMPETENCY PROFILES FOR DIRECTOR II POSITION IN ENVIRONMENTAL MANAGEMENT BUREAU (EMB)**

In line to the Department's efforts to strengthen the implementation and expansion of its competency-based system, the relevance of developing competency profiles for Director II, which is a third level position in EMB, was found deemed necessary. Due to highly specialized and regulatory nature of EMB functions, mission critical functional competencies are needed to accomplish complex actions and processes. These competencies shall be the bases for assessment of internal talents, and developing interventions to acclimate both incoming "inorganic" and internal appointees to these offices.

Consultative (online) meetings with the objectives to: (1) identify functional competencies relevant and critical to the role of Director II position; and (2) develop competency profiles of the position for development planning, career pathing and succession planning, were conducted on 15 June 2021. Selected Director II incumbents from EMB (Regions 1, 3, 10, 12 and CAR), who were also finalists of the Environmental Awards for Governance and Leadership Excellence of the Department, accompanied by their respective planning and HR officers and those from the Central Office, were invited.

All invited position holders agreed to have functional competencies. A poll and deliberation of results were conducted to narrow down the list of pre-identified competencies. Further analysis includes filtering and clustering of the competencies by relevance, common theme, progressive/development and element. The proposed functional competencies with the title and description are as follows:

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ENVIRONMENTAL MANAGEMENT BUREAU	
TITLE	DESCRIPTION
Environmental Quality Management	The ability to recall the Philippine environmental policies, and ensure enforcement in the monitoring, evaluation, and control of water (point and non-point sources, RA 9275) and air pollution (RA 8749), control on the use of toxic chemical and hazardous wastes (RA 6969), and ecological solid waste management (RA 9003).
Environmental Impact Assessment and Management	The ability to articulate environmental impact assessment process and its evaluation, and enforce environmental compliance certificate monitoring and audit in relation environmental standards and commitments.
Environmental Education and Information	The ability to advocate environmental education, and public information programs to enhance participation in environmental protection and management.

We encourage your inputs/comments on this matter, and hear it during the validation. In view of the foregoing, we would like to invite the **Regional Directors** for an online validation on 18 November 2021, Thursday, at 2:00 PM onwards via Zoom, which will be facilitated by the Human Resource Development Service, Career Development Division; the link will be coordinated to respective HR unit.

Your support and cooperation are hereby enjoined.


ATTY. ERNESTO D. ADOBO, JR., CESO I



EMB TECHNICAL COMPETENCIES	RETAIN	
	YES	NO
ERO1 - Water Quality Management	5	0
ERO2 - Air Quality Management	5	0
ERO3 - Toxic Chemicals and Hazardous Waste Management	5	0
ERO4 - Analysis of Environmental Samples	4	1
ERO5 - Environmental Impact Assessment	5	0
ERO6 - EIA Monitoring And Audit	5	0
ERO7 - Environmental Planning	5	0
ERO8 - Statistics and Information Systems Management	3	2
ERO9 - Environmental Information and Education	5	0
ERO10 - Skills in Legal Research/Opinion	4	1
ERO11 - Disposition/Management of Cases	5	0
ERO12 - Legal Counseling and Arbitration	5	0
ERO13 - Solid Waste Monitoring and Assessment	5	0
ERO14 - Technical Assistance on ESWM	5	0
ERO15 - Training and Information Dissemination on ESWM	5	0

EMB TECHNICAL COMPETENCIES	LEVEL			
	B	I	A	S
ERO1 - Water Quality Management	0	1	3	1
ERO2 - Air Quality Management	0	1	3	1
ERO3 - Toxic Chemicals and Hazardous Waste Mgt	0	1	3	1
ERO4 - Analysis of Environmental Samples	3	1	0	0
ERO5 - Environmental Impact Assessment	0	0	2	3
ERO6 - EIA Monitoring and Audit	1	0	4	0
ERO7 - Environmental Planning	0	1	1	3
ERO8 - Statistics and Information Systems Mgt	0	1	1	1
ERO9 - Environmental Information and Education	0	0	2	3
ERO10 - Skills in Legal Research/Opinion	0	2	1	1
ERO11 - Disposition/Management of Cases	1	1	3	0
ERO12 - Legal Counseling and Arbitration	1	2	2	0
ERO13 - Solid Waste Monitoring and Assessment	0	0	2	3
ERO14 - Technical Assistance on ESWM	0	0	3	2
ERO15 - Training and Information Dissemination on ESWM	0	0	3	2

FINDINGS

- Functional competencies with solid (5/5) "YES" votes were:

- a. ERO1 - Water Quality Management (I-1; A-3; S-1)
- b. ERO2 - Air Quality Management (I-1; A-3; S-1)
- c. ERO3 - Toxic Chemicals and Hazardous Waste Management (I-1; A-3; S-1)
- d. ERO5 - Environmental Impact Assessment (A-2; S-3)
- e. ERO6 - EIA Monitoring And Audit (B-1; A-4)
- f. ERO7 - Environmental Planning (I-1; A-1; S-3)
- g. ERO9 - Environmental Information and Education (A-2; S-3)
- h. ERO11 - Disposition/Management of Cases (B-1; I-1; A-3)
- i. ERO12 - Legal Counseling and Arbitration (B-1; I-2; A-2)
- j. ERO13 - Solid Waste Monitoring and Assessment (A-2; S-3)
- k. ERO14 - Technical Assistance on ESWM (A-3; S-2)
- ERO15 - Training and Information Dissemination on ESWM (A-3; S-2)

FINDINGS

- Functional competencies with 4/5 "YES" votes were:
 - a. ERO4 - Analysis of Environmental Samples (B-3; I-1)
 - b. ERO10 - Skills in Legal Research/Opinion (I-2; A-1; S-1)

- Functional competencies with 3/5 "YES" votes were:
 - a. ERO8 - Statistics and Information Systems Management (I-1; A-1; S-1)

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	KEY CONCEPTS + voted proficiency level
ERO1 - Water Quality Management	The ability required in the monitoring, evaluation and enforcement in the control of water pollution from point and non point sources.	<ul style="list-style-type: none"> • All about water quality management activities: analysis, quality monitoring, pollution effects, updates on pollution issues/concerns, guides stakeholders, etc.
ERO2 - Air Quality Management	The ability required in the control of air pollution from mobile and stationary sources.	<ul style="list-style-type: none"> • All about air quality management activities: analysis, measurements, quality monitoring, pollution effects and abatement, updates on pollution issues/concerns, guides stakeholders, etc.
ERO3 - Toxic Chemicals and Hazardous Waste Management	The ability required in the monitoring, evaluation, and enforcement in the use of toxic chemicals and hazardous wastes.	<ul style="list-style-type: none"> • All about toxic chemicals and hazardous waste management activities: importation, permit to transport, coordination with stakeholders and other government agencies, monitoring, and controlling.
ERO5 - Environmental Impact Assessment	The ability required in evaluating the environmental consequences of a proposed activity and providing the means to reduce adverse impact.	<ul style="list-style-type: none"> • Formulates plans, programs and policies on environmental impact assessment activities. Quick response to crisis; review approved and denied ECC; Oversees EIA operation; contingency planning
ERO6 - EIA Monitoring And Audit	The ability required to determine compliance of projects issued ECCs to related environmental standards and commitments as a result of the EIA process and to assess performance of monitoring partners.	<ul style="list-style-type: none"> • Supervises EIA monitoring and audit activities; multi-media monitoring; assessment of proponent's compliance; technical and legal inputs to admin investigation; multipartite monitoring teams; technical performance audit; resolve problems in EIA monitoring and audit
ERO7 - Environmental Planning	The ability required to: <ul style="list-style-type: none"> • determine scheme/strategy to effectively implement specific projects/activities in a given period in accordance with the EMB's thrust priorities, and budget appropriation. • evaluate the operations activities using output/outcome indicators towards achieving the mandate of the EMB. • identify and recommend projects for funding 	<ul style="list-style-type: none"> • Formulates plans, programs and policies on environmental planning activities (More on leadership)

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	KEY CONCEPTS + voted proficiency level
ERO9 - Environmental Information and Education	The ability required to implement public information programs to enhance public understanding and participation in environmental protection and management to attain sustainable development.	<ul style="list-style-type: none"> Formulates plans, programs and policies on environmental IEC activities; strategies on implement high-impact IEC campaigns;
ERO11 - Disposition/Management of Cases	The ability required to resolve/dispose and handle cases brought for judicial and quasi-judicial actions.	<ul style="list-style-type: none"> Supervises disposition/management of cases; review of legal documentation; further actions needed in the disposition of cases; handles and monitors cases involving EMB; court cases in per curiam /legal expert on PD 984, RA 8749, Clean air Act; EIS law and RA 6969
ERO12 - Legal Counseling and Arbitration	The ability required to provide legal advice and appropriate legal remedies/actions necessary to assist the different units/offices and conduct arbitration under the EMB concerning legal matters/problems.	<ul style="list-style-type: none"> Legal counseling and arbitration activities.
ERO13 - Solid Waste Monitoring and Assessment	The ability required to enforce, implement and monitor compliance to RA 9003.	<ul style="list-style-type: none"> Supervises solid waste monitoring and assessment; coordination with LGUs
ERO14 - Technical Assistance on ESWM	The ability required to render technical expertise/assistance on RA 9003 including the IRRs as well as on the policies and programs adopted by the Commission and the Department/Bureau on ESWM to LGUs, NGAs, NGOs, Academes, Private Sectors and other stakeholders with regards to the enforcement and implementation of the provisions of the Act.	<ul style="list-style-type: none"> Formulates plans, programs and policies on provision of technical assistance on ESWM.
ERO15 - Training and Information Dissemination on ESWM	The ability required to conduct and facilitate trainings and information dissemination on RA 9003 as well as on the policies and programs adopted by the Commission and the Department/Bureau on ESWM.	<ul style="list-style-type: none"> Formulates plans, programs and policies on training and information dissemination on ESWM

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	KEY CONCEPTS + voted proficiency level
ERO4 - Analysis of Environmental Samples	The ability required in determining the quality and quantity of pollutants	<ul style="list-style-type: none"> DNER EMB mandate, clean air act, clean water and toxic substances and hazardous and nuclear wastes control; sampling and laboratory methods
ERO10 - Skills in Legal Research/Opinion	The ability required to research legal precedent, investigate/evaluate facts, determine the existence of prima facie case and preparation of legal documents. It includes the conduct of research to: 1) support a decision or legal proceeding, 2) formulate a defense, 3) prepare the pleadings/petitions/motions, or 4) initiate legal action in connection with legal issues and concerns affecting the mandates of DENR-EMB.	<ul style="list-style-type: none"> Ascertain the subject matter whether a case, problem, research and prepare legal documents
ERO8 - Statistics and Information Systems Management	The ability required to collect, analyze, and disseminate quality and timely EMB data/information to internal and external clients and maintain such for efficient and effective development planning, policy formulation and decision-making purposes.	<ul style="list-style-type: none"> Null?

Per EMB Central Office, functional competencies for technical positions

ENVIRONMENTAL QUALITY MANAGEMENT	
WATER QUALITY MANAGEMENT POLICY FORMULATION	ENFORCEMENT OF HAZARDOUS WASTE MANAGEMENT LAWS
MONITORING AND EVALUATION/ VALIDATION OF POLICY/ IMPLEMENTATION	CAPABILITY BUILDING ON HAZARDOUS WASTE MANAGEMENT
PROVISION OF TECHNICAL ASSISTANCE AND EMERGENCY RESPONSE ON WQM	CHEMICAL MANAGEMENT POLICY FORMULATION
CAPACITY BUILDING ON WQM	MONITORING AND EVALUATION OF INDUSTRIAL COMPLIANCE TO CHEMICAL-RELATED PERMITS & CLEARANCES
AIR QUALITY MANAGEMENT POLICY FORMULATION	VALIDATION OF IMPLEMENTING CHEMICAL POLICIES, PROCEDURES AND PRACTICES AT THE REGIONAL OFFICES
MONITORING AND EVALUATION OF AIR QUALITY MANAGEMENT POLICY	PROCESSING OF ENVIRONMENTAL PERMITS AND CLEARANCES RELATED TO CHEMICAL MANAGEMENT
VALIDATION OF THE IMPLEMENTATION OF AIR QUALITY POLICIES AND PROCEDURES AT THE REGIONAL OFFICES	ENFORCEMENT OF CHEMICAL MANAGEMENT LAWS
PROCESSING OF ENVIRONMENTAL CERTIFICATE RELATED TO AIR QUALITY MANAGEMENT	CAPABILITY BUILDING ON CHEMICAL MANAGEMENT
ENFORCEMENT OF AQM ENVIRONMENT LAWS	ENVIRONMENTAL QUALITY MANAGEMENT SYSTEM
CAPABILITY BUILDING ON AQM	MANAGEMENT OF MULTILATERAL ENVIRONMENTAL AGREEMENTS (MEAS)
POLICY FORMULATION ON HAZARDOUS WASTE MANAGEMENT (HWM)	LINKAGING AND NETWORKING (TECHNICAL COOPERATION , INTERAGENCY COMMITTEES)
MONITORING AND EVALUATION OF COMPLIANCE OF FACILITIES OR ESTABLISHMENTS	DEVELOPMENT OF EQD- INFORMATION-EDUCATION AND COMMUNICATION MATERIALS
PROCESSING OF REGISTRATION CERTIFICATES AND CLEARANCES	ENVIRONMENTAL QUALITY DATABASE ADMINISTRATION
TECHNICAL ASSISTANCE AND EMERGENCY RESPONSE MANAGEMENT	

Per EMB Central Office, functional competencies for technical positions

ENVIRONMENTAL IMPACT ASSESSMENT AND MANAGEMENT	ENVIRONMENTAL EDUCATION AND INFORMATION
ENVIRONMENTAL IMPACT EVALUATION	CURRICULUM REVIEW AND DEVELOPMENT FOR ENVIRONMENTAL EDUCATION
EIA MONITORING AND AUDIT	CAPABILITY BUILDING ON ENVIRONMENTAL MANAGEMENT
EIA POLICY AND STANDARDS FORMULATION AND IMPLEMENTATION ASSESSMENT	PUBLIC INFORMATION MANAGEMENT
CAPACITY BUILDING ON EIA	SPECIAL EVENTS MANAGEMENT
LINKAGING AND NETWORKING (TECHNICAL COOPERATION , INTERAGENCY COMMITTEES)	IEC MATERIALS PRODUCTION
DEVELOPMENT/DISSEMINATION OF PEISS INFORMATION	ENVIRONMENTAL REPORT DOCUMENTATION AND LIBRARY MANAGEMENT OF ENVIRONMENTAL EDUCATION RESOURCES
EIA DOCUMENT TRACKING AND INFORMATION SYSTEM MANAGEMENT	
SOLID WASTE MANAGEMENT	
POLICY RESEARCH AND DEVELOPMENT ON ESWM	
TECHNICAL ASSISTANCE ON ESWM	
TRAINING AND INFORMATION DISSEMINATION ON ESWM	

Hence,

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	PROPOSED COMPETENCY
ERO1 - Water Quality Management	The ability required in the monitoring, evaluation and enforcement in the control of water pollution from point and non point sources.	ENVIRONMENTAL QUALITY MANAGEMENT
ERO2 - Air Quality Management	The ability required in the control of air pollution from mobile and stationary sources.	
ERO3 - Toxic Chemicals and Hazardous Waste Management	The ability required in the monitoring, evaluation, and enforcement in the use of toxic chemicals and hazardous wastes.	
ERO13 - Solid Waste Monitoring and Assessment	The ability required to enforce, implement and monitor compliance to RA 9003.	
ERO14 - Technical Assistance on ESWM	The ability required to render technical expertise/assistance on RA 9003 including the IRRs as well as on the policies and programs adopted by the Commission and the Department/Bureau on ESWM to LGUs, NGAs, NGOs, Academes, Private Sectors and other stakeholders with regards to the enforcement and implementation of the provisions of the Act.	
ERO15 - Training and Information Dissemination on ESWM	The ability required to conduct and facilitate trainings and information dissemination on RA 9003 as well as on the policies and programs adopted by the Commission and the Department/Bureau on ESWM.	

Hence,

FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	PROPOSED COMPETENCY
ERO5 - Environmental Impact Assessment	The ability required in evaluating the environmental consequences of a proposed activity and providing the means to reduce adverse impact.	ENVIRONMENTAL IMPACT ASSESSMENT AND MANAGEMENT
ERO6 - EIA Monitoring And Audit	The ability required to determine compliance of projects issued ECCs to related environmental standards and commitments as a result of the EIA process and to assess performance of monitoring partners.	
ERO11 - Disposition/Management of Cases	The ability required to resolve/dispose and handle cases brought for judicial and quasi-judicial actions.	
ERO12 - Legal Counseling and Arbitration	The ability required to provide legal advice and appropriate legal remedies/actions necessary to assist the different units/offices and conduct arbitration under the EMB concerning legal matters/problems.	
FUNCTIONAL COMPETENCIES	CORE DESCRIPTION	PROPOSED COMPETENCY
ERO9 - Environmental Information and Education	The ability required to implement public information programs to enhance public understanding and participation in environmental protection and management to attain sustainable development.	ENVIRONMENTAL EDUCATION AND INFORMATION



**PROPOSED
COMPETENCY TITLE AND
STATEMENT**



**ENVIRONMENTAL QUALITY
MANAGEMENT**

The ability to recall the Philippine environmental policies, and ensure enforcement in the monitoring, evaluation, and control of water (point and non-point sources, RA 9275) and air pollution (RA 8749), control on the use of toxic chemical and hazardous wastes (RA 6969), and ecological solid waste management (RA 9003).

ENVIRONMENTAL IMPACT ASSESSMENT AND MANAGEMENT

The ability to articulate environmental impact assessment process and its evaluation, and enforce environmental compliance certificate monitoring and audit in relation to environmental standards and commitments.

ENVIRONMENTAL EDUCATION AND INFORMATION

The ability to advocate environmental education, and public information programs to enhance participation in environmental protection and management.

