



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
Focal Persons

FROM : The Assistant Secretary
Administration and Human Resources

SUBJECT : HUMAN RESOURCE STATISTICS REPORT (MANPOWER
STRENGTH REPORT) AND LIST OF VACANCIES AS OF
DECEMBER 31, 2021

DATE : 03 January 2022

This is to remind you of the monthly submission of the Human Resource Statistics Report and the updated list of vacant positions as of December 31, 2021. For the updated list of vacant positions accomplish the attached forms.

This office no longer requires submission of printed copies. Monthly submission of electronic copy in MS Excel format must be submitted through email at denrcohrstat2020@gmail.com not later than 07 January 2022. A reply email from denrcohrstat2020@gmail.com will be the basis of receipt of this Office.

Your immediate compliance will be highly appreciated.


RUTH M. TAWANTAWAN, CESO II

Department of Environment and Natural Resources

Department of Environment and Natural Resources

LIST OF VACANT POSITIONS
as of 31 DECEMBER 2021

Regional Office/ Bureau:

	ITEM NO.	POSITION TITLE	OFFICE/ DIVISION	SALARY GRADE	DATE VACATED (mmdyyy)	NO. OF YEARS VACATED						VACATED BY (NAME OF FORMER INCUMBENT)	REASON FOR VACANCY	REMARKS
						Less than 1 YR	1yr.	2 yrs.	3 yrs.	4 yrs.	5 yrs. and above			
1	OSEC-DENRB-SPI3-3-2019	SPECIAL INVESTIGATOR III	Internal Affairs Division	18	12/12/2017					X			Newly Created	Per NOSCA No. 0002019-06-029
2	OSEC-DENRB-EXA3-8-1998	EXECUTIVE ASSISTANT III	Office of the Secretary	20	12/18/2020			X				Juan Dela Cruz	Promotion	for CSC validation
3	OSEC-DENRB-SADAS3-54-2004	SENIOR ADMINISTRATIVE ASSISTANT III	Office of the Director - Admin Service	15	1/1/2021		X					Maria Jean Lopez	Compulsory Retirement	for Assessment and Deliberation
3														

Prepared By:

Reviewed/Approved By:

Department of Environment and Natural Resources

LIST OF VACANT POSITIONS
as of 31 DECEMBER 2021

Regional Office/ Bureau:

REGION	No. of of years vacated						Total
	Less than 1 year	1 year	2 years	3 years	4 years	5 years and above	
Central Office	96	29	26	4	5	13	173
NCR							
CAR							
Region 1							
Region 2							
Region 3							
Region 4A							
Region 4B							
Region 5							
Region 6							
Region 7							
Region 8							
Region 9							
Region 10							
Region 11							
Region 12							
Region 13							
EMB							
MGB							
LMB							
BMB							
ERDB							
FMB							
NAMRIA							
LLDA							
NRDC							
NWRB							
PCSD							

Prepared By:

Reviewed/Approved By: