



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



MEMORANDUM

FOR : The Regional Directors
Environmental Management Bureau (EMB)
Regions CAR, NCR, 1, 2, 3, 4A, 4B, 5, 6, 7, 8, 9, 10, 11, 12 & 13

FROM : The Director
Strategy Management and Organizational Transformation Office

**SUBJECT : CONSULTATION/VALIDATION MEETING ON THE PROPOSED
BEHAVIORAL INDICATORS OF THE FUNCTIONAL
COMPETENCIES OF DIRECTOR II POSITION IN EMB**

DATE : JUL 11 2024

This has reference to item 2 of Memorandum from the Undersecretary for Organizational Transformation and Human Resources dated 18 April 2024 re: enhancement and expansion of the DENR Competency-Based System.

The Career Development Division under the Strategy Management and Organizational Transformation Office will conduct a consultation/validation of the above-mentioned subject as part of the competency profiling process. The proposed behavioral indicators were derived from the review and analysis of relevant references such as the FY 2024 National Expenditure Program, General Appropriations Act, DENR Citizen's Charter 2024 1st Ed., DENR Administrative Orders, and the DENR Strategic Performance Management System Indicators. Further, during the consultation/validation of the proposed functional competencies for Directors III and IV positions in the Regional Offices, the incumbents suggested to identify a competency that will capture the support functions of the said positions. We would like to hear your insights on this as it may also be applicable for Director II.

To proceed in the profiling process, we would like to inquire your inputs and comments by accomplishing the survey form through this link - <http://bit.ly/3zu1HBw>. The results of the survey will be presented and discussed during the consultation/validation of the proposed behavioral indicators with all Director II incumbents/position holders of EMB on 18 July 2024, Thursday, 9:00 AM onwards via Zoom with the following details:

Topic	Consultation/validation meeting on the proposed behavioral indicators of the functional competencies of Director II position in EMB
Meeting ID	969 3789 0038
Passcode	hrppas2024

Also attached are the proposed competencies for your initial review.

Your support and cooperation are highly appreciated.


RUBEN B. CANDELARIO

ENVIRONMENTAL QUALITY MANAGEMENT

The ability to comprehend, articulate and enforce the Philippine environmental laws, rules and regulations and relevant international commitments

- Decides final action (approves or otherwise) on the issuance of permits, certificates and clearances to requests/applications compliant to existing environmental laws, rules and regulations and standards, including notice of violations, impositions of fines/penalties, demand letter, cease and desist and show cause orders.
- Evaluates monitoring and evaluation reports on air, water, toxic chemical and hazardous waste, and solid waste management, and recommends contingency measures, innovative scientific tools and policy enhancements to support and improve quality management.

ENVIRONMENTAL IMPACT ASSESSMENT AND MANAGEMENT

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

- Checks all recommended non-Environmentally Critical Projects in Environmentally Critical Areas and decides final action (approves or otherwise) on the issuance of certificates, cease and desist orders, notice of violation, imposition of fines/penalties and demand letters.
- Evaluates EIA monitoring and audit reports and proposes actions, plans, programs and/or policy enhancements for continuous improvement.

ENVIRONMENTAL EDUCATION AND INFORMATION

The ability to empower citizenry through environmental education, public information programs, and participation in environmental conservation, protection and management.

- Setting up and organizing environmental advocacy activities with external stakeholders to create public awareness and consequently influence behavioral change
- Enhances cooperation with academic institutions to ensure integration of environmental education concerns in the school curricula at all levels
- Evaluates the consolidated sectoral environmental write ups and releases the regional state of brown environment report for public information

RESOURCE MANAGEMENT

The ability to pool resources (materials, facilities, equipment, money and human resources), its appropriate allocation, monitor their use and make adjustments when necessary to ensure efficient, effective and sustainable operations of the office.

LEVEL 1 (Director II, SG 26)

1. Evaluates compliance and approves within limits of authority financial transactions and reports, procurement of goods, works and services, property management, and human resources management and development matters.

LEVEL 2 (Director III, SG 27)

1. Checks all, recommends and approves those within limits of authority financial transactions and reports of the office to ensure compliance with the existing accounting, budgeting and auditing rules and regulations.
2. Assess and projects human resources management and development of the office to ensure uninterrupted quality service.
3. Evaluates and endorses procurement of goods, works and services compliant and consistent to existing procurement policies.
4. Examines current resource management practices and recommends improvements that promotes prudent use of resources without sacrificing quality and efficiency.
5. Proposes resource allocation adjustments when the situation calls for it.

LEVEL 3 (Director IV, SG 28)

1. Approves compliant procurement, property, financial transactions and reports, and human resources management and development actions.
2. Critique and decide on recommended adjustments in office resource allocation and improvements in resource management to ensure efficient, effective and sustainable operations.

PROPOSED BEHAVIORAL INDICATORS OF FUNCTIONAL COMPETENCIES FOR DIRECTOR II POSITION IN ENVIRONMENTAL MANAGEMENT BUREAU (EMB)

As part of continuous improvement and expansion of the DENR Competency-Based System, this activity aims to develop the behavioral indicators of the approved functional competencies of Director II position in EMB (DENR MC No. 2022 - 10 dated 12 May 2022). Below are the pre-identified behavioral indicators for validation.

In this regard, your active participation and inputs or comments are highly valued.

Thank you.

*Indicates required question

1. **NAME (First name, Middle initial, Last name) ***

2. **POSITION ***

3. **REGION / OFFICE ***

4. **EMAIL ADDRESS ***

ENVIRONMENTAL QUALITY MANAGEMENT

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- Evaluates monitoring and evaluation reports on air, water, toxic chemical and hazardous waste, and solid waste management, and recommends contingency measures, innovative scientific tools and policy enhancements to support and improve quality management.

Do you concur on the following behavioral indicators for functional competency # 1:

5. BEHAVIORAL INDICATOR 1 *

Decides final action (approves or otherwise) on the issuances of permits, certificates and clearances to requests/applications compliant to existing environmental laws, rules and regulations and standards, including notice of violations, imposition of fines/penalties, demand letter, cease and desist and show cause orders.

Mark only one oval.

- Yes
- No

6. Inputs/comments, if any.

7. BEHAVIORAL INDICATOR 2

Evaluates monitoring and evaluation reports on air, water toxic chemical and hazardous wastes, and solid waste management, and recommends contingency measures, innovative scientific tools and policy enhancements to support and improve quality management.

Mark only one oval.

- Yes
- No

8. Inputs/comments, if any.

ENVIRONMENTAL IMPACT ASSESSMENT AND MANAGEMENT

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

- Checks all recommended non-Environmentally Critical Projects in Environmentally Critical Areas and decides final action (approves or otherwise) on the issuance of certificates, cease and desist orders, notice of violation, imposition of fines/penalties and demand letters.
- Evaluates EIA monitoring and audit reports and proposes actions, plans, programs and/or policy enhancements for continuous improvement.

Skip to question 9

Do you concur on the following behavioral indicators for functional competency # 2:

9. BEHAVIORAL INDICATOR 1

Checks all recommended non-Environmentally Critical Projects in Environmentally Critical Areas and decides final action (approves or otherwise) on the issuance of certificates, cease and desist orders, notice of violation, imposition of fines/penalties and demand letters.

Mark only one oval.

Yes

No

10. Inputs/comments, if any.

11. BEHAVIORAL INDICATOR 2

Evaluates EIA monitoring and audit reports and proposes actions, programs and/or policy enhancements for continuous improvements.

Mark only one oval.

Yes

No

12. Inputs/comments, if any.

ENVIRONMENTAL EDUCATION AND INFORMATION

The ability to empower citizenry through environmental education, public information programs, and participation in environmental conservation, protection and management.

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- Evaluates the consolidated sectoral environmental write ups and releases the regional state of brown environment report for public information

Do you concur on the following behavioral indicators for functional competency # 3:

13. BEHAVIORAL INDICATOR 1

Setting up and organizing environmental advocacy activities with external stakeholders to create public awareness and consequently influence behavioral change.

Mark only one oval.

Yes

No

14. Inputs/comments, if any.

15. BEHAVIORAL INDICATOR 2

Enhances cooperation with academic institutions to ensure integration of environmental education concerns in the school curricula at all levels.

Mark only one oval.

Yes

No

16. Inputs/comments, if any.

17. BEHAVIORAL INDICATOR 3

Evaluates the consolidated sectoral environmental write ups and releases the regional state of brown environment report for public information.

Mark only one oval.

Yes

No

18. Inputs/comments, if any.

ADDITIONAL FUNCTIONAL COMPETENCY FOR DIR II POSITION IN EMB

During the consultation/validation of the proposed competencies for Director III and IV positions in the Regional Offices, the incumbents suggested to identify a competency that will capture the support functions of the said positions.

We would like to hear your insights on this as it may also be applicable for Director II.

RESOURCE MANAGEMENT		
The ability to pool resources (materials, facilities, equipment, money and human resources), its appropriate allocation, monitor their use and make adjustments when necessary to ensure efficient, effective and sustainable operations of the office.		
LEVEL 1 (Director II, SG 26)	LEVEL 2 (Director III, SG 27)	LEVEL 3 (Director IV, SG 28)
1. Evaluates compliance and approves within limits of authority financial transactions and reports, procurement of goods, works and services, property management, and human resources management and development matters.	1. Checks all, recommends and approves those within limits of authority financial transactions and reports of the office to ensure compliance with the existing accounting, budgeting and auditing rules and regulations. 2. Assess and projects human resources management and development of the office to ensure uninterrupted quality service. 3. Evaluates and endorses procurement of goods, works and services compliant and consistent to existing procurement policies. 4. Examines current resource management practices and recommends improvements that promotes prudent use of resources without sacrificing quality and efficiency. 5. Proposes resource allocation adjustments when the situation calls for it.	1. Approves compliant procurement, property, financial transactions and reports, and human resources management and development actions. 2. Critique and decide on recommended adjustments in office resource allocation and improvements in resource management to ensure efficient, effective and sustainable operations.

19. Would you consider this competency for the Director II position in EMB?

Mark only one oval.

Yes *Skip to question 21*

No

Untitled Section

20. Inputs/comments, if any.

Skip to section 11 (Thank you for your response and insights.)

Do you concur on the following items of proposed functional competency # 4:

21. COMPETENCY TITLE *

RESOURCE MANAGEMENT

Mark only one oval.

Yes

No

22. Inputs/comments, if any. *

23. COMPETENCY DESCRIPTION *

The ability to pool resources (materials, facilities, equipment, money and human resources), its appropriate allocation, monitor their use and make adjustments when necessary to ensure efficient, effective and sustainable operations of the office.

Mark only one oval.

Yes

No

24. Inputs/comments, if any. *

25. LEVEL 1 (Director II, SG 26) - BEHAVIORAL INDICATOR *

Evaluates compliance and approves within limits of authority financial transactions and reports, procurement of goods, works and services, property management, and human resources management and development matters.

Mark only one oval.

Yes

No

26. Inputs/comments, if any. *

Skip to section 11 (Thank you for your response and insights.)

Thank you for your response and insights.

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