



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Visayas Avenue, Diliman, Quezon City  
Tel. No. 929-66-26

MEMORANDUM

TO : All Assistant Regional Director for Management Services

Attn : The Chief, Administrative Division  
DENR Regional Offices

FROM : The Assistant Secretary  
Administration and Human Resources

SUBJECT : **POSTING OF CS FORM NO. 9 RE: VACANCY  
ANNOUNCEMENT FOR PENRO POSITIONS NATIONWIDE**

DATE : 08 March 2022

We have requested the Civil Service Commission–National Capital Region for publication of eleven (11) vacant PENRO items nationwide. Copy of this Request for Publication is attached.

You are requested to facilitate the posting of the vacancies in your respective office premises. You are, likewise, requested to send written notices to all incumbents of SG 24/25 positions in your region about this vacancy announcement. Please include in the notice the attached Instructions to PENRO applicants for their guidance. Submission of applications must be through email and Google Form to be provided upon submission of application letter.

Please send us back the proof of posting and proof of notice to next-in-rank incumbents through email at [penroassessment2021@gmail.com](mailto:penroassessment2021@gmail.com).

  
RUTH M. TAWANTAWAN, CESO II



## INSTRUCTIONS TO PENRO APPLICANTS

1. Previous applicants need to re-submit their application via email. They shall likewise be required to fill out the Google Form to update their qualifications.
2. Please send your application letter to **penroassessment2021@gmail.com**. Use your personal email account that cannot be accessed by another user in the office. The letter must be addressed to the Acting Secretary, Jim O. Sampulna, CESO I.
3. Wait for a reply email that will send you the link to a Google Form. Please fill out the Google Form completely. You will need to upload the following documents so please be ready with their scan copy:
  - a. Personal Data Sheet
  - b. Work Experience Sheet (to include only positions/designations in supervisory/managerial capacity)
  - c. Authenticated copy of Transcript of Academic Records
  - d. Authenticated copy of Diploma
  - e. Authenticated copy of Certificate of Eligibility and Report of Rating
  - f. Authenticated copy of Professional license, Certificate of Registration and Report of Rating (if RA 1080 eligibility)
  - g. Updated Service Record (if government employee)
  - h. Copy of Special Orders on designation to supervisory/managerial position
  - i. Certified photocopy of OPCR/DPCR/IPCR (January to June 2021)
  - j. Certificates of Employment (if not government employee)
  - k. Declaration of Pendency/Non-Pendency of Case
4. Incomplete documents will mean disqualification from the assessment process.
5. A confirmation email will be sent to you upon clicking the SUBMIT button in the Google Form. If you do not receive a confirmation, it only means that you have not completed answering the form.
6. In the assessment process, you will need to be able to access your email on you own. You will also need to be familiar in using Zoom Cloud Meetings. Be ready with two devices for this purpose, both with web camera. You will likewise need a stable internet connection during the exam and interview.