

# CHAREEN JOY S. GUZMAN

Environmental Compliance Officer | Chemical Engineer

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## AREAS OF EXPERTISE

- Monitoring
- Data Analysis
- Report Preparation
- Technical Writing
- Research
- Document Review/Proofreading
- Environmental Impact Assessment

## PROFESSIONAL EXPERIENCE

**Department of Environment and Natural Resources – Environmental Management Bureau Davao Regional Office, Davao City, Philippines**

Engineer III – Area Inspector (Environmental Compliance Officer)

*January 2020 - Present*

- Monitor and verify the compliance of businesses, such as industrial and commercial establishments, health-related facilities, agricultural, recreational and government projects, to the Philippine Environmental Impact Statement System, Philippine Clean Water Act, Philippine Clean Air Act and Toxic Substances and Hazardous Wastes Control Act
- Assess the effectiveness of mitigating measures in minimizing environmental impacts as outlined in a project’s Environmental Management Plan
- Prepare technical and investigative reports documenting findings and analysis from monitoring activities, and recommend subsequent actions
- Participate in technical conferences to discuss the environmental law violations identified during on-site inspections
- Liaise and provide technical assistance to various stakeholders and address environmental compliance inquiries and concerns
- Prepare inventories, presentations, and correspondence to firms and other government agencies as needed
- Attend meetings and trainings and prepare reports thereafter

**Department of Environment and Natural Resources – Environmental Management Bureau Davao Regional Office, Davao City, Philippines**

Environmental Management Specialist II - Section Chief/Unit Head

*March 2018 – January 2020*

- Led all activities within the section/unit
- Prepared work and financial plans for the fiscal year, memorandums, letters, figures, and presentations
- Reviewed the accuracy of staff-prepared documents and provided recommendations for approval
- Checked accuracy of purchase orders against the financial plan
- Monitored section and individual performance of staffs against the work plan
- Evaluated performance ratings of each personnel
- Established and maintained database of accomplishment with supporting documentation
- Liaised and provided technical assistance to various stakeholders and address environmental compliance inquiries and concerns
- Participated in national trainings and shared knowledge with colleagues during office meetings
- Acted as resource speaker during Pollution Control Officers' training sessions

## EDUCATION

**LINCOLN UNIVERSITY, NEW ZEALAND**

*February 2023- August 2024*

Master of Environmental Policy and Management (With Distinction)

*Study funded by the New Zealand Government through the Manaaki New Zealand Scholarship*

**MSU- ILIGAN INSTITUTE OF TECHNOLOGY, PHILIPPINES**

*2009-2014*

Bachelor of Science in Chemical Engineering

*Study funded by the Philippine Government through the Dept. of Science & Technology Scholarship*

## ADDITIONAL SKILLS

- Advanced Microsoft Office, Communication skills, Basic web development skills (HTML, CSS), Critical Thinking and Analytical skills, Knowledgeable in sustainable development principles (including green growth, circular economy, and intersectionality), Detail-oriented, Responsible and Dedicated