


Republic of the Philippines
MINES AND GEOSCIENCES BUREAU
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MINES AND GEOSCIENCES BUREAU in the CSC website:


NAPOLEON M. DULATRE, Ph.D.

HRMO

Date: 17-Jun-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Engineer III	MGBB-ENG3-84-1998	19	48,313.00	Bachelor's Degree in Engineering Relevant to the Job	8 hours of Relevant Training	2 years of Relevant Experience	RA 1080	Mines and Geosciences Bureau Regional Office No. IX
2	Senior Science Research Specialist	MGBB-SRRS-32-1998	19	48,313.00	Bachelor's Degree Relevant to the Job	8 hours of Relevant Training	2 years of Relevant Experience	Career Service Professional; 2nd Level Eligibility Career Service (Subprofessional); Data Encoder (MC 11, s. 96 - Cat. I) 1st Level Eligibility;	Mines and Geosciences Bureau Regional Office No. IX
3	Administrative Assistant III (Computer Operator II)	MGBB-ADAS3-64-2004	9	19,593.00	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	4 hours of Relevant Training	1 year of Relevant Experience	Career Service Sub-professional; 1st Level Eligibility;	Mines and Geosciences Bureau Regional Office No. IX
4	Administrative Assistant II	MGBB-ADAS2-23-2004	8	18,251.00	Completion of two (2) years studies in college	4 hours of Relevant Training	1 year of Relevant Experience	Career Service Sub-professional; 1st Level Eligibility	Mines and Geosciences Bureau Regional Office No. IX
5	Administrative Assistant I	MGBB-ADAS1-20-2004	7	17,179.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Sub-professional; 1st Level Eligibility	Mines and Geosciences Bureau Regional Office No. IX

This Office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE). Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 28, 2021**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the **last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma;
5. Work Experience Sheet Attachment (CS Form No. 212 Attachment)
6. Copies of Certificates of Training program completed; and
7. Certificates of Employment from all previous employers/Certified copy of Service Record.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NAPOLEON M. DULATRE, Ph.D.
Administrative Officer V
Mines and Geosciences Bureau, Regional Office No. IX
Pasonanca Park, Pasonanca, Zamboanga City
mgb_ro9@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.