

**CS Form No. 9**  
Series of 2018

Electronic copy to be submitted to the csc FO  
must be in MS Excel Format

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

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau, Regional Office No. IX in the CSC website:

  
**NAPOLEON M. DULATRE, Ph.D.**

Administrative Officer V / HRMO III

Date:

7-9-2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Computer Operator II)	MGBB-ADAS3-64-2004	9	18,784.00	Completion of two years studies in college/vocational/trade course	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		Mines and Geosciences Bureau, Regional Office No. IX
2	Administrative Assistant II (Budgeting Assistant)	MGBB-ADAS2-23-2004	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		Mines and Geosciences Bureau, Regional Office No. IX
3	Administrative Assistant I (Secretary I)	MGBB-ADAS1-20-2004	7	16,458.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		Mines and Geosciences Bureau, Regional Office No. IX

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 **July 29, 2020**:

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](http://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.

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

**NAPOLEON M. DULATRE, Ph.D.**  
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 Administrative Officer V / HRMO III  
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 Mines and Geosciences Bureau - IX  
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 Pasonanca Park, Pasonanca, Zamboanga City  
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[mgb\\_ro9@yahoo.com](mailto:mgb_ro9@yahoo.com)

**Note: Deadline of submission of Application is on or before July 29, 2020**  
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**