



Republic of the Philippines

Department of Environment and Natural Resources

Mines and Geosciences Bureau

Regional Office No. IX

Pasonanca Park, Pasonanca, Zamboanga City, 7000

Tel: 992-2194, 992-2086 TelFax: 993-5765 E-mail: mgb_ro9@yahoo.com



NOTICE OF VACANCY (Contract of Service)

The Mines and Geosciences Bureau, Regional Office No. IX is in need of One (1) Science Research Specialist II with the following qualifications, to wit:

EDUCATION	:	BS Mining Engineering / BS Geology
TRAINING	:	Four (4) hours of relevant training
EXPERIENCE	:	One (1) year relevant experience
ELIGIBILITY	:	RA 1080 (Mining Engineer / Geologist)

DUTIES AND RESPONSIBILITIES:

- a) Shall report directly to the PENRO/CENRO and shall be the focal person for the Mines Sector in that PENRO/CENRO;
- b) Shall act on complaints or issues on mining in the PENRO/CENRO;
- c) Shall determine whether said complaints or issue is within the concern of the Mines Sector, otherwise, shall prepare an endorsement Memorandum to the focal person of the sector concerned (Forestry, Lands, Environment, etc.) to be signed by the PENRO/CENRO Officer;
- d) If the complaint or issue is within the concern of the Mines Sector, shall conduct an initial investigation or assessment of the matter and prepare and submit a Report to the PENRO/CENRO, as the case may be, outlining the issues at hand, background, initial findings, and recommendations/course of action;
- e) Shall prepare and submit to the PENRO/CENRO, the Memorandum endorsement of the Report to the MGB Regional Office, for further action;
- f) Shall submit monthly accomplishment reports to the concerned PENRO/CENRO, copy furnished the MGB Regional Office IX;
- g) Shall submit monthly the Daily Time Record to the MGB Regional Office IX;
- h) Shall attend the monthly meetings of the MGB Regional Office IX;
- i) Shall respond to queries relating to the mining sector; and
- j) Does other tasks related to mining concerns as may be assigned by the PENRO/CENRO.