



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Cordillera Administrative Region

80 Diego Silang St., Baguio City 2600

Tel. No. 63 74 442 6392; Fax No. 63 74 304 2596; Website: www.car.mgb.gov.ph

E-mail: car@mgb.gov.ph; car_mgb@yahoo.com; mgb.cordillera@gmail.com



April 27, 2021

THE DIRECTOR

Civil Service Commission
Cordillera Administrative Region
Baguio City Field Office
Bureau of Plant Industry
Guisad Road, Baguio City



Sir:

The Office is submitting herewith the list of vacant positions as per NOSCA-0002014-03-013 for publication in your office.

Hoping for your kind consideration

Very truly yours,


FAY W. APIL
Regional Director



Mines and Geosciences Bureau
Cordillera Administrative Region
Office of the Regional Director

042721-CAR-36940



Letter

11:16 AM

04/27/2021

**"MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE."**

Office of the Regional Director/Finance and Administrative Division – 63 74 442 6392; ICT – 63 74 661 7685; Geosciences Division/Laboratory Section 63 74 304 2500; Mine Management Division - 63 74 304 3068 (Monitoring and Technical Services Section/Mining Tenement Evaluation/Mineral Lands Survey Section); Mine Safety Environment and Social Development Section – 63 74 304 2595; Social Development Section/Environment Section 63 74 304 2530

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:



Date: Tuesday- April 27, 2021

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Engineer IV	MGBB-ENG4-13-1998	22	68,415.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080			Mines and Geosciences Bureau Cordillera Administrative Region
2	Engineer III	MGBB-ENG3-19-2014	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 Cordillera Administrative Region
3	Administrative Assistant III (Computer Operator II)	MGBB-ADAS3-85-2004	9	19,593.00	Completion of two 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 (Subprofessional) or DATA Encoder (MC 11, s. 96 - Cat. I) 1st Level Eligibility			Mines and Geosciences Bureau Cordillera Administrative Region
4	Administrative Assistant I	MGBB-ADAS1-25-2004	7	17,179.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional); 1st Level Eligibility			Mines and Geosciences Bureau Cordillera Administrative Region

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 **May 9, 2021**.

1. Fully accomplished and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form No. 212) 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;
4. Photocopy of Transcript of Records and Diploma;
5. Application Letter (specifying the position title and item number applied for);
6. Copies of Certificates of Training program completed; and
7. Certificates of Employment from all previous employers/Certified copy of Service Record.

ONLY QUALIFIED APPLICANTS WITH COMPLETE REQUIREMENTS AND SUPPORTING DOCUMENTS WILL BE CONSIDERED FOR THE ASSESSMENT.

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

FAY W. APIL

Regional Director
Mines and Geosciences Bureau CAR
Cordillera Administrative Region, Diego Silang Street
car_mgb@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.