



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

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May 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*  
**FAY W. APIL**  
 Regional director



**"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

Electronic copy to be submitted to: **CS Form No. 9 - Commission - CAR**  
Mines and Geosciences Bureau  
CSC FO - Baguio City

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: 27-May-21

Control No. \_\_\_\_\_  
*Elizabeth L. Daloo*  
**ELIZABETH L. DALOO**  
Name, Signature and Position  
**Administrative Aide V**  
**HIRMO**

**RECEIVED**  
MAY 27 2021  
Time: 2:28 PM

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	Competency (if applicable)	
1	Chief Administrative Officer	MGBB-CADDOF-23-2004	24	86,742.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development	4 years of supervisory/ management experience	Career Service (Professional); 2nd Level Eligibility	<ul style="list-style-type: none"> <li>• Building Collaborative and Inclusive Working Relationships:</li> <li>Intermediate: Builds partnerships and networks to deliver or enhance work outcomes.</li> <li>Managing Performance and Coaching for Results:</li> <li>Intermediate: Creates tools and/or applies new methods in correcting and improving below standard or non-complaint performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</li> <li>Leading Change:</li> <li>Intermediate: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members commitment to accept the change.</li> <li>Thinking Strategically and Creatively:</li> <li>Intermediate: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area, and</li> <li>Creating and Nurturing a High Performing Organization:</li> <li>Intermediate: Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</li> </ul>	Mines and Geosciences Bureau Cordillera Administrative Region

2	Chief Geologist	MGBB-CG-12-1998	24	86,742.00	Bachelor of Science in Geology or Bachelor of Arts/Science major in Geology	40 hours of supervisory/ management learning and development	4 years of supervisory/ management experience	RA 1080	<ul style="list-style-type: none"> <li>° Building Collaborative and Inclusive Working Relationships:</li> <li>Intermediate: Builds partnerships and networks to deliver or enhance work outcomes.</li> <li>Intermediate: Creates tools and/or applies new methods in correcting and improving below standard or non-complaint performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</li> <li>° Leading Change:</li> <li>Intermediate: Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change.</li> <li>° Thinking Strategically and Creatively:</li> <li>Intermediate: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area.; and</li> <li>° Creating and Nurturing a High Performing Organization:</li> <li>Intermediate: Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.;</li> </ul>	Mines and Geosciences Bureau Cordillera Administrative Region
3	Supervising Science Research Specialist	MGBB-SVSR-52-1998	22	68,415.00	Bachelor's Degree Relevant to the Job	Sixteen (16) hours of Relevant Training	3 years of relevant experience	Career Service Professional; 2nd Level Eligibility		Mines and Geosciences Bureau Cordillera Administrative Region
4	Laboratory Technician II	MGBB-LABT2-13-1998	8	18,251.00	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	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Cordillera Administrative Region

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 10, 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](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 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.

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

**FAV W. APPL**

Regional Director

Mines and Geosciences Bureau-CAR

80 Diego Silang Street, Baguio City

car\_mgb@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.