

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:

Elizabeth L. Dalog
ELIZABETH L. DALOG
HRMO

Date: July 16, 2020

CIVIL SERVICE COMMISSION
MINES AND GEOSCIENCES BUREAU
BAGUIO FIELD OFFICE
BAGUIO CITY

RECEIVED
DATE JUL 17 2020 11:02 AM

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	Supervising Geologist	MGBB-SVGEO-29-2014	22	66,867.00	Bachelor of Science in Geology or Bachelor of Arts/Science major in Geology	16 hours of relevant training	3 years of relevant experience	RA 1080		Mines and Geosciences Bureau Cordillera Administrative Region
2	Administrative Assistant III	MGBB-ADAS3-85-2004	9	18,784.00	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
3	Administrative Assistant I	MGBB-ADAS1-25-2004	7	16,458.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	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 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;
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;
5. Photocopy of Certificates of Training programs completed;

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

FAY W. APIL
FAY W. APIL
OIC, 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.