

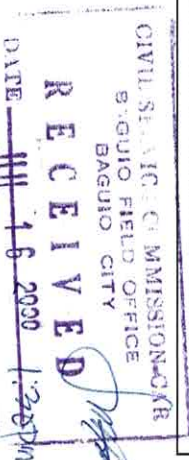
Republic of the Philippines  
**MINES AND GEOSCIENCES BUREAU**  
Request for Publication of Vacant Positions

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*  
HRMD

Date: July 16, 2020



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-CADOF-23-2004	24	85,074.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional); 2nd Level Eligibility	<ul style="list-style-type: none"> <li>• Building Collaborative and Inclusive Working Relationship: Intermediate: Builds partnerships and networks to deliver or enhance work outcomes;</li> <li>• Managing Performance and Coaching for Results: 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: 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: 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: 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	Engineer IV	MGBB-ENG4-13-1998	22	66,867.00	Bachelor's degree in Engineering relevant to the job * preferably Mining Engineering	16 hours of relevant training	3 years of relevant experience	RA 1080		Mines and Geosciences Bureau Cordillera Administrative Region
3	Supervising Geologist	MGBB-SVGE0-29-2014	22	66,867.00	Bachelor of Science in Geology	4 hours of relevant training	1 year of relevant experience	RA 1080		Mines and Geosciences Bureau Cordillera Administrative Region
4	Attorney III	MGBB-ATY3-10-1998	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Mines and Geosciences Bureau Cordillera Administrative Region

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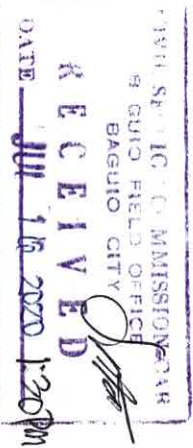
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5	Engineer III	MGBB-ENG3-19-2014	19	46,791.00	Bachelor's degree in Engineering relevant to the job * preferably Mining Engineering	8 hours of relevant training	2 years of relevant experience	RA 1080	Mines and Geosciences Bureau Cordillera Administrative Region
6	Administrative Assistant III	MGBB-ADAS3-85-2004	9	18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); 1st Level Eligibility	Mines and Geosciences Bureau Cordillera Administrative Region
7	Laboratory Technician II	MGBB-LABT2-13-1998	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); 1st Level Eligibility	Mines and Geosciences Bureau Cordillera Administrative Region
8	Administrative Assistant I	MGBB-ADAS1-25-2004	7	16,458.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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](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;
  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

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.