



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

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May 25, 2018

CIVIL SERVICE COMMISSION-CAR
Baguio Field Office
Baguio City

THE DIRECTOR
Civil Service Commission
Field Regional Office
Baguio City

RECEIVED

Date: MAY 29, 2018
Time: 7:40 AM

Sir/Madam:

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
OIC, Regional director



Department of Environment and Natural Resources
Mines and Geosciences Bureau
Cordillera Administrative Region
Office of the Regional Director

052518-CAR-23643



Letter

3:50 PM

05/25/2018

**"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

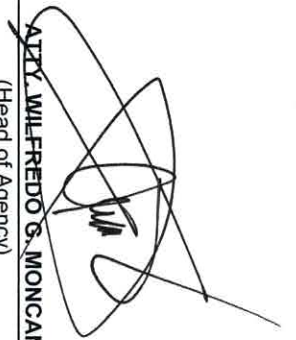
RECEIVED
Mines and Geosciences Bureau
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

Date: July 29, 2017

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

Date:


ATTY. WILFREDO G. MONCANO
(Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment	
					Education	Training	Experience		
1	Chief Administrative Officer	MGBB-CADOF-23-2004	24	73,299.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service (Professional) 2nd Level Eligibility	Mines and Geosciences Bureau Cordillera Administrative Region
2	Senior Geologist	MGBB-SRGeo-24-2014; MGBB-SRGeo-29-1998; MGBB-SRGeo-30-1998	18	38,085.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	8 hours of relevant training	2 years of relevant experience	RA 1080	Mines and Geosciences Bureau Cordillera Administrative Region

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
3	Engineer V	MGBB-ENG5-51-2014	24	73,299.00	Bachelor's degree in Engineering relevant to the Job	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	RA 1080	<ul style="list-style-type: none"> ◦ Exemplifying Integrity ◦ Superior: Inspires others to act at the highest level of honesty and integrity. ◦ Delivering Service Excellence ◦ Superior: Directs the organizations towards the achievement of the service excellence platform in the entire bureaucracy. ◦ Solving Problems and Making Decisions ◦ Superior: Identifies and analyzes patterns and trends to reveal new dimensions before presenting alternative solutions and arrives at the best and appropriate solution to complex problems; ◦ Demonstrating Personal Effectiveness ◦ Superior: Acts as a role model for balance work, personal and family life; ◦ Championing and Applying Innovation ◦ Superior: Supports and encourages innovations and creative thinking by championing the testing new approaches; ◦ Writing Effectively ◦ Superior: Undertakes in-depth research to develop policy guidelines for written work and related protocols; and ◦ Speaking Effectively ◦ Superior: Responds appropriately, accurately, and with composure to challenging questions or comments. 	Mines and Geosciences Bureau Cordillera Administrative Region
4	Engineer IV	MGBB-ENG4-12-1998	22	58,717.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	<ul style="list-style-type: none"> ◦ Exemplifying Integrity ◦ Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public; ◦ Delivering Service Excellence ◦ Advance: Proactively comes up with solutions to manage stakeholders' expectations; ◦ Solving Problems and Making Decisions ◦ Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation; ◦ Demonstrating Personal Effectiveness ◦ Advance: Promotes and instills strong values and ethics within the organization; ◦ Championing and Applying Innovation ◦ Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks; ◦ Writing Effectively ◦ Advance: knows and uses appropriate content, clarity, logic and presentation of written communications; and ◦ Speaking Effectively ◦ Advance: Understands common conventions of language and grammar appropriate to professional settings and audience. 	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 June 11, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

FAY W. APIL

OIC, Regional Director

Mines and Geosciences Bureau CAR

Cordillera Administrative Region, Diego Silang Street

car_mgb@yahoo.com

CIVIL SERVICE COMMISSION

Baguio Field Office

Education City

RECEIVED

DATE OF PUBLICATION:

Date: MAY 29, 2018

Time: 7:00 am

MAY 30, 2018

[Signature]

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.