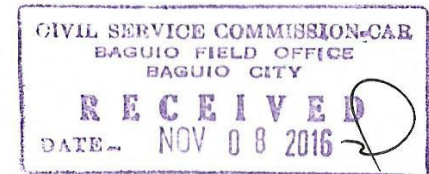


Department of Environment and Natural Resources

**Mines and Geosciences Bureau**

Cordillera Administrative region  
 #80 Diego Silang St., Baguio City  
 442-6392



**PUBLICATION OF VACANT POSITION**

ITEM NUMBER	POSITION TITLE AND SALARY GRADE	PLACE OF ASSIGNMENT	QUALIFICATION STANDARDS			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
MGBB-ADOF3-59-2004	Administrative Officer III – SG-14 (Records Officer)	Finance & Administrative Division	Bachelor's Degree	1 year of relevant experience	4 hrs. of relevant training	CS Prof. – 2 <sup>nd</sup> Level Eligibility
MGBB-ADOF4-55-2004	Administrative Officer IV – SG-15 (Budget Officer)	Finance & Administrative Division	Bachelor's Degree	1 year of relevant experience	4 hrs. of relevant training	CS Prof. – 2 <sup>nd</sup> Level Eligibility
MGBB-ADOF4-57-2004	Administrative Officer IV – SG-15 (Information Officer)	Finance & Administrative Division	Bachelor's Degree (Preferably Mass Communications graduate)	1 year of relevant experience	4 hrs. of relevant training	CS Prof. – 2 <sup>nd</sup> Level Eligibility
MGBB-MINC2-28-1998	Mining Claims Examiner II – SG 14	Mine Management Division	Bachelor's Degree	1 year of relevant experience	4 hrs. of relevant training	CS Prof. – 2 <sup>nd</sup> Level Eligibility

NOTE: Applicants are requested to submit to the Finance and Administrative Division not later than November 18, 2016, the following documents:

- (1) Comprehensive Resume
  - (2) copy of Diploma or Transcript of Records,
  - (3) Copy of Eligibility,
  - (4) Copy of Certificate of Seminar/Trainings attended,
  - (5) Copy of Certificate of Employment or Service Record,
  - (6) Copy of Performance Evaluation Report,
  - (7) Other relevant documents.
- Kindly present the original copy of all documents for authentication purposes. Late or incomplete submission of requirements will not be entertained. **This is for republication.**

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