

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



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

**ACKNOWLEDGEMENT RECEIPT**

Unique ID No. \_\_\_\_\_  
Date and Time of Receipt: **MAY 09 2024 2:41 PM**  
Receiving Officer: **WILSON D. PONGOL**  
MARCELINA C. ESPOS  
DESIGNATE  
May 09, 2024

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 Science Research Specialist	MGBB-SVRS-57-1998	22	71511	Bachelor's Degree Relevant to the Job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service Professional; 2nd Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII
2	Senior Science Research Specialist	MGBB-SRSRS-41-1998	19	51357	Bachelor's Degree Relevant to the Job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional; 2nd Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII
3	Administrative Officer V	MGBB-ADOF5-35-2014	18	46725	Bachelor's Degree Relevant to the Job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional; 2nd Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII
4	Administrative Assistant II	MGBB-ADAS2-22-2004	8	19744	Completion of two (2) years of studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Subprofessional; 1st Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII
5	Administrative Assistant I	MGBB-ADAS1-19-2004	7	18620	Completion of two (2) years of studies in college	None Required	None Required	Career Service Subprofessional; 1st Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII

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 May 23, 2024:

1. Fully accomplished updated and under-oath Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture 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;
4. Photocopy of Transcript of Records and Diploma;
5. Application Letter (specifying the position title and item number applied for);
6. Work Experience Sheet (Attachment to CS Form No. 212);
7. Copies of Certificates of Training program completed; and
8. Certificates of Employment from all previous employers/Certified copy of Service Record.
9. 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).

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

**ENGR. GLENN MARCELO C. NOBLE**  
Regional Director  
Mines and Geosciences Bureau, Regional Office No. VIII  
Candanug, Palo, Leyte  
region8@mgb.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**