

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:

*RFP*  
**REBECCA F. PRECIA**

HRMO

Date: September 10, 2021

| 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   | Administrative Assistant II                         | MGBB-ADAS2-22-2004 | 8                      | 18251          | Completion of two (2) years 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 |
| 2   | Administrative Assistant I                          | MGBB-ADAS1-19-2004 | 7                      | 17179          | Completion of two (2) 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 Regional Office No. VIII |

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). 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 September 24, 2021.

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 and Diploma;
5. Work Experience Sheet Attachment (CS Form No. 212 Attachment)
6. Copies of Certificates of Training program completed; and
7. Certificates of Employment from all previous employers/Certified copy of Service Record.

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

**REBECCA F. PRECIA**

Administrative Officer V

Mines and Geosciences Bureau, Regional Office No. VIII

Candahug, Palo, Leyte

[region8@mgb.gov.ph](mailto:region8@mgb.gov.ph)

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