

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:


REBECCA F. PRECIA
HRMO

Date: February 26, 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-17-2004	24	85074	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning & development intervention	4 years of supervisory/management experience	Career Service Professional; 2nd Level Eligibility	<ul style="list-style-type: none"> - <u>Building Collaborative and Inclusive Working Relationships:</u> Builds partnerships and networks to deliver or enhance work outcomes; - <u>Managing Performance and Coaching for Results:</u> 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; - <u>Leading Change</u> 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; - <u>Thinking Strategically and Creatively:</u> 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 - <u>Creating and Nurturing a High Performing Organization:</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance. 	Mines and Geosciences Bureau Regional Office No. VIII

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2	Engineer V	MGBB-ENG5-45-2014	24	85074	Bachelor's Degree in Engineering relevant to the job	40 hours of supervisory/management learning & development intervention	4 years of supervisory/management experience	RA 1080	<ul style="list-style-type: none"> ◦ <u>Building Collaborative and Inclusive Working Relationships:</u> Builds partnerships and networks to deliver or enhance work outcomes; ◦ <u>Managing Performance and Coaching for Results:</u> 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; ◦ <u>Leading Change</u> 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; ◦ <u>Thinking Strategically and Creatively:</u> 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 ◦ <u>Creating and Nurturing a High Performing Organization:</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance. 	Mines and Geosciences Bureau Regional Office No. VIII

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3	Chief Science Research Specialist	MGBB-CSRS-5-1998	24	85074	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning & development intervention	4 years of supervisory/management experience	Career Service Professional; 2nd Level Eligibility	<ul style="list-style-type: none"> ◦ <u>Building Collaborative and Inclusive Working Relationships:</u> Builds partnerships and networks to deliver or enhance work outcomes; ◦ <u>Managing Performance and Coaching for Results:</u> 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; ◦ <u>Leading Change</u> 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; ◦ <u>Thinking Strategically and Creatively:</u> 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 ◦ <u>Creating and Nurturing a High Performing Organization:</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance. 	Mines and Geosciences Bureau Regional Office No. VIII

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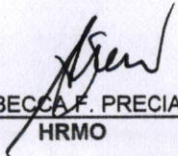
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4	Chief Geologist	MGBB-CG-14-1998	24	85074	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	40 hours of supervisory/management learning & development intervention	4 years of supervisory/management experience	RA 1080	<ul style="list-style-type: none"> ◦ <u>Building Collaborative and Inclusive Working Relationships:</u> Builds partnerships and networks to deliver or enhance work outcomes; ◦ <u>Managing Performance and Coaching for Results:</u> 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; ◦ <u>Leading Change</u> 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; ◦ <u>Thinking Strategically and Creatively:</u> 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 ◦ <u>Creating and Nurturing a High Performing Organization:</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance. 	Mines and Geosciences Bureau Regional Office No. VIII

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5	Supervising Geologist	MGBB-SVGEO-24-2014	22	66867	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	16 hours of relevant training	3 years of relevant experience	RA 1080		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 **March 11, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license;
4. Authenticated copy of Diploma & Transcript of Records;
5. Certificates of Training;
6. Certificates of Employment;
7. Service Record (if applicable)

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.