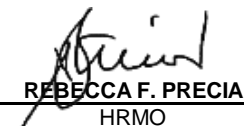


Republic of the Philippines
MINES AND GEOSCIENCES BUREAU
Request for Publication of Vacant Positions

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: May 15, 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	Attorney III	MGBB-ATY3-7-1998	21	59353	Bachelor of Laws	Four (4) hours of relevant training	One (1) year relevant experience	RA 1080		Mines and Geosciences Bureau Regional Office No. VIII
2	Engineer II	MGBB-ENG2-51-1998	16	35106	Bachelor's degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year relevant experience	RA 1080		Mines and Geosciences Bureau Regional Office No. VIII
3	Administrative Assistant III (Computer Operator II)	MGBB-ADAS3-60-2004	9	18784	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII
4	Administrative Assistant II (HRM Assistant)	MGBB-ADAS2-26-2014	8	17505	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year relevant experience	Career Service (Subprofessional) First 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 29, 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. Photocopy of certificate of eligibility/rating/license;
4. Photocopy 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.