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 02, 2019

	Position Title (Parenthetical Title, if applicable)		Salary/		Qualification Standards					
No.		Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Chief Administrative Officer	MGBB-CADOF-17-2004	24	83406	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning & development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional; 2nd Level Eligibility	<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.	

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2	Engineer V	MGBB-ENG5-45-2014	24	83406	Bachelor's Degree in Engineering relevant to the job	40 hours of supervisory/management learning & development intervention undertaken within the last 5 years	4 years of supervisory/management experience	ŘA 1080	Building Collaborative and Inclusive Working Relationships: Builds partnerships and networks to deliver of enhance work outcomes; Managing Performance and Coaching for Results: 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; Leading Change 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. Thinking Strategically and Creatively: 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	
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N	Position Title (Parenthetical Title, if applicable)	Plantilla Itém No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	Chief Science Research Specialist	MGBB-CSRS-5-1998	24	83406	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning & development intervention undertaken within the last 5 years	4 years of supervisory/management experience	Career Service Professional; 2nd Level Eligibility	Building Collaborative and Inclusive Working Relationships: Builds partnerships and networks to deliver or enhance work outcomes; Managing Performance and Coaching for Results: 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; Leading Change 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; Thinking Strategically and Creatively: 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	
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4	Chief Geologist	MGBB-CG-14-1998	24	83406	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	40 hours of supervisory/management learning & development intervention undertaken within the last 5 years	4 years of supervisory/management experience	ŘA 1080		Mines and Geosciences Bureau Regional Office No. VIII
5	Supervising Geologist	MGBB-SVGEO-24-2014	22	65319	Bachelor of Science in Geology	16 hours of relevant training	3 years of relevant	ŘA 1080	Creating and Nurturing a High Performing Organization: Builds a shared sense of destiriy among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	Mines and Geosciences
	Cupervising Geologist				or Bachelor of Science/Arts major in Geology		experience			Bureau Regional Office No. VIII
6	Engineer III	MGBB-ENG3-90-1998	19	45269	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Mines and Geosciences Bureau Regional Office No. VIII

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No.		Pläntilla Item No.	Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Assignment
7	Senior Science Research Specialist	MGBB-SRSRS-40-1998	19	45269	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional; 2nd Level Eligibility		Mines and Geosciences Bureau Regional Office No. VIII
8	Senior Geologist	MGBB-SRGEO-38-1998	18	40637	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	8 hours of relevant training	2 years of relevant experience	RA 1080		Mines and Geosciences Bureau Regional Office No. VIII
9	Senior Geologist	MGBB-SRGEO-39-1998	18	40637	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	8 hours of relevant training	2 years of relevant experience	RA 1080		Mines and Geosciences Bureau Regional Office No. VIII
10	Engineer II	MGBB-ENG2-39-2014	16	33584	Bachelor's Degree in Engineering relevant to the job	4 hours of relevant training	1 year 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 May 31, 2019.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (C\$ Form No. 212, Revised 2017) 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