

VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Accountant I
PLANTILLA ITEM NUMBER	:	MGBB-A1-1-1998
DIVISION	:	Financial and Management Division
SALARY	:	₱27,608.00
STATUS	:	Permanent
QUALIFICATIONS	:	
EDUCATION	:	Bachelor's Degree in Accountancy/Commerce/ Business Administration Major in Accounting
EXPERIENCE	:	None Required
TRAINING	:	None Required
ELIGIBILITY	:	RA 1080 (CPA)

POSITION	:	Computer Programmer II
PLANTILLA ITEM NUMBER	:	MGBB-COMPRO2-1-1998
DIVISION	:	Mineral Economics, Information and Publication Division
SALARY	:	₱35,097.00
STATUS	:	Permanent
QUALIFICATIONS	:	
EDUCATION	:	Bachelor's Degree Relevant to the Job
EXPERIENCE	:	4 hours of relevant training
TRAINING	:	1 year of relevant experience
ELIGIBILITY	:	Career Service Professional; 2nd Level Eligibility or Electronic Data Processing Specialist Eligibility (CSC MC No. 13, s. 2018)

POSITION	:	Science Research Specialist 1 - GIS
DIVISION	:	LGSD – PhilKARST Program – Project 2
SALARY	:	SG 13 (₱35,758.00)
STATUS	:	Contract of Service/ Project Based
QUALIFICATIONS	:	has strong background in GIS and programs related to hazard modelling, Python programming;
EDUCATION	:	GIS Specialist/ IT/Computer Science graduate or any related degree;

EXPERIENCE	:	has one (1) year of relevant work experience in GIS and programs related to hazard modelling, Python programming.
TRAINING	:	Python programming and other related GIS applications is a plus
ELIGIBILITY	:	Licensed Geologist or the equivalent

POSITION	:	Science Research Specialist 1 - Geologist
DIVISION	:	LGSD – PhilKARST Program – Project 2
SALARY	:	SG 13 (₱35,758.00)
STATUS	:	Contract of Service/ Project Based
QUALIFICATIONS	:	Has background in basic petrography, geomorphology and field techniques; Good analytical and communication skills; Has basic knowledge in GIS and Remote Sensing applications.
EDUCATION	:	Graduate of BS Geology
EXPERIENCE	:	has one (1) year of relevant work experience in GIS and programs related to geologic and geohazard mapping.
TRAINING	:	Python programming and other related GIS applications is a plus
ELIGIBILITY	:	Licensed Geologist or the equivalent

POSITION	:	Project Assistant II
DIVISION	:	LGSD – PhilKARST Program – Project 2
SALARY	:	SG 10 (₱26,628.00)
STATUS	:	Contract of Service/ Project Based
QUALIFICATIONS	:	Good writing and communication skills; has background in financial database management using Excel and/or other programs; has good skills in Adobe Photoshop and/or other image editing software.

EDUCATION	:	Completion of at least two (2) years studies in college
EXPERIENCE	:	has two (2) years of relevant work experience, particularly in project management
TRAINING	:	Eight (8) hours of relevant training
ELIGIBILITY	:	Licensed Geologist or the equivalent

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 **15 May 2022.**

1. Application Letter;
2. 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;
3. Work Experience Sheet (Attachment to CS Form No. 212);
4. Certificates of Training;
5. Certificates of Employment from all previous employers/Certified copy of Service Record;
6. Performance rating in the last rating period (if applicable);
7. Photocopy of certificate of eligibility/rating/license; and
8. Photocopy of Transcript of Records and Diploma.

QUALIFIED APPLICANTS are advised to send through email their application to:

JOSEPH P. RIVERA
 Chief, Human Resource Management Section
spb.mgb.co@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.