

VACANCT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Administrative Assistant III
DIVISION	:	Administrative Division
SALARY	:	₱794.00 per day with a 20% premium
STATUS	:	Contract of Service
QUALIFICATIONS	:	
EDUCATION	:	Bachelor's Degree
EXPERIENCE	:	Three (3) years of relevant experience
TRAINING	:	None Required
ELIGIBILITY	:	Preferably with CS Professional

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 **June 27, 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 (if applicable);
5. Certificates of Employment from all previous employers
6. Photocopy of certificate of eligibility/rating/license (if applicable); and
7. 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.