

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:

JOSEPH P. RIVERA
HRMO
Date: July 15, 2022

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	Administrative Officer V	MGBB-ADOF5-15-2004	18	45,203.00	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 Central Office
2	Science Research Specialist II	MGBB-SRAS2-9-1998	16	38,150.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
3	Accountant II	MGBB-A2-10-1998	16	38,150.00	Bachelor's Degree in Accountancy/Commerce/ Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		Mines and Geosciences Bureau Central Office
4	Planning Officer II	MGBB-PLO2-9-1998	15	35,097.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
5	Planning Officer II	MGBB-PLO2-10-1998	15	35,097.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
6	Community Affairs Officer II	MGBB-CAO2-1-1998	15	35,097.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
7	Administrative Officer III	MGBB-ADOF3-19-2004	14	32,321.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office

This Office highly encourages interested and qualified applicants including persons with disability (PWD), members of Indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE). 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 **July 29, 2022**:

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

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSEPH P. RIVERA
Chief, Human Resource Management Section
Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City
mgbco.hrmpsb@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

MINES AND GEOSCIENCES BUREAU
MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION

We are looking for

TWO (2)
SCIENCE RESEARCH
SPECIALIST II
(SG-16)

CONTRACT OF SERVICE



Education:

- BS Mining Engineering, Geology, or other Bachelor's Degree relevant to the job

Eligibility:

- RA 1080 (PRC License)

Send your application to:
minesafety@mgb.gov.ph

Contact us:

(02) 8667-6700 loc. 103/121 to 123

Deadline of submission is on July 15, 2022