

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:

**EDNA R. LORILLA**  
HRMO  
Date: May 15, 2023

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	Supervising Administrative Officer	MGBB-SADOF-10-2004	22	71,511.00	Bachelor's Degree Relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office - Administrative Division
2	Information Systems Analyst II	MGBB-INFOSA2-4-2014	16	39,672.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility or Electronic Data Processing Specialist Eligibility (CSC MC No. 13, s. 2018)		Mines and Geosciences Bureau Central Office - Policy, Planning and International Affairs Division
3	Computer Programmer II	MGBB-COMPRO2-1-1998	15	36,619.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility or Electronic Data Processing Specialist Eligibility (CSC MC No. 13, s. 2018)		Mines and Geosciences Bureau Central Office - Mineral Economics, Information and Publication Division

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 **May 29, 2023**:

1. Fully accomplished updated and under-oath Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture and required Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://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 Transcript of Records and Diploma;
5. Application Letter (specifying the position title and item number applied for);
6. Copies of Certificates of Training program completed; and
7. 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:

**EDNA R. LORILLA**  
Chief, Administrative Division  
Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City  
[mgbco.recruitmentselection@gmail.com](mailto:mgbco.recruitmentselection@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**