

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:

Electronically signed by **JOSEPH P. RIVERA** HRMO
National Capital Region
OSF-OJENR

RECEIVED

By: _____
DATE: 9-15-23 TIME: _____

Date: September 18, 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	Engineer III	MGBB-ENG3-119-1998	19	51,357.00	Bachelor's Degree in Engineering Relevant to the Job	8 hours of relevant training	2 years of relevant experience	RA 1090		Mines and Geosciences Bureau Central Office - Metallurgical Technology Division	
2	Engineer III	MGBB-ENG3-126-1998	19	51,357.00	Bachelor's Degree in Engineering Relevant to the Job	8 hours of relevant training	2 years of relevant experience	RA 1090		Mines and Geosciences Bureau Central Office - Metallurgical Technology Division	
3	Information Technology Officer I	MGBB-ITO1-3-2014	19	51,357.00	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 years 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	
4	Administrative Officer V	MGBB-ADOF5-11-2004	18	46,725.00	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 - General Services Section, Administrative Division	
5	Administrative Officer V	MGBB-ADOF5-15-2004	18	46,725.00	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 - Records Management Section, Administrative Division	
6	Accountant II	MGBB-A2-10-1998	16	39,672.00	Bachelor's Degree in 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 - Financial and Management 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 **October 2, 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;
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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.