

VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Accountant II
DIVISION	:	Financial and Management Division
SALARY	:	₱41,616.00
STATUS	:	Permanent Plantilla Position MGBB-A2-10-1998
VACANCIES	:	One (1)
QUALIFICATIONS	:	
EDUCATION	:	Bachelor's Degree in Commerce/Business Administration major in Accounting
EXPERIENCE	:	- One (1) year of Relevant Experience
TRAINING	:	- Four (4) hours of Relevant Training
ELIGIBILITY	:	RA 1080 (CPA)

Applicants should signify their interest in writing and submit the following documents to mgbco.recruitmentselection@gmail.com on or before **November 26, 2024**:

1. Application Letter (specifying the position title and item number applied for);
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 Employment from all previous employers;
5. Service Record (if gov't employee);
6. Certificates of Training;
7. Photocopy of certificate of eligibility/rating/license (if applicable);
8. Performance Rating in the last rating period (if applicable); and
9. Photocopy of Transcript of Records and Diploma.

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

MICHAEL V. CABALDA

Assistant Secretary for Mining Concerns and
Concurrent OIC Director
mgbco.recruitmentselection@gmail.com 

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.