

## VACANCT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

<b>POSITION</b>	:	Science Research Assistant
<b>DIVISION</b>	:	Marine Geological Survey Division
<b>SALARY</b>	:	PhP 794 per day plus 20% premium
<b>STATUS</b>	:	Contract of Service
<b>VACANCIES</b>	:	Two (2)
<b>QUALIFICATIONS</b>	:	<ul style="list-style-type: none"> <li>● Experience in any field assessment and/or mapping activities</li> <li>● Proficiency in computer and technology, especially Microsoft Office, Google Workspace apps, Zoom, Search Engines like Google, etc.</li> <li>● Capable of locating and retrieving scholarly articles for research purposes.</li> <li>● Excellent written and verbal communication skills</li> <li>● Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned.</li> <li>● Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding</li> </ul>
<b>EDUCATION</b>	:	Completion of at least 2 years of studies in college.
<b>EXPERIENCE</b>	:	- One (1) year of Relevant Experience
<b>TRAINING</b>	:	- 4 hours of relevant training
<b>ELIGIBILITY</b>	:	None Required
<b>DUTIES AND RESPONSIBILITIES:</b>		
<p>A. Assist in conducting coastal geohazard assessment and mapping activities to identify segments of the coast of the archipelago that are critically affected by coastal erosion and accretion/siltation;</p> <p>B. Assist in the preparation of documents and materials needed in coastal geohazard surveys and mapping; and offshore exploration, development, and exploitation of the country's marine mineral resources;</p> <p>C. Assist in the conduct of research on offshore exploration, development, and exploitation of the country's marine mineral resources;</p> <p>D. Assist in processing coastal and offshore geoscientific data/information for coastal geohazard survey and mapping, and marine mineral exploration;</p> <p>E. Assist in the preparation of technical reports, maps relative to coastal geohazard survey and mapping, and marine mineral exploration;</p> <p>F. Assist in the conduct of geological surveys and geological sample collection for research including paleontologic, paleoecologic, and stratigraphic studies; geological and geochemical exploration and geological resource characterization; in relation to marine and coastal projects of the MGSD; and</p> <p>G. Performs related tasks as may be assigned by the supervisors from time to time.</p>		

Applicants should signify their interest in writing and submit the following documents to **Rogel A. Santos, Ph.D.** - Chief of Marine Geological Survey Division (MGSD) on or before **December 10, 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 a recent passport-sized picture which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Work Experience Sheet (Attachment to CS Form No. 212);
4. Certificates of Employment from all previous employers (if applicable);
5. Service Record (if gov't employee);
6. Photocopy of Transcript of Records and Diploma.
7. Performance Rating in the last rating period (if applicable);
8. Photocopy of certificate of eligibility/rating/license (if applicable);

**QUALIFIED APPLICANTS** are advised to send through email their application to: [cogss@mgb.gov.ph](mailto:cogss@mgb.gov.ph) cc: [marine@mgb.gov.ph](mailto:marine@mgb.gov.ph)

**MICHAEL V. CABALDA**

Assistant Secretary for Mining Concerns and  
Concurrent OIC Director



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

## VACANCT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

<b>POSITION</b>	:	Geologist II
<b>DIVISION</b>	:	Marine Geological Survey Division
<b>SALARY</b>	:	PhP 1,319 per day plus 20% premium
<b>STATUS</b>	:	Contract of Service
<b>VACANCIES</b>	:	Two (2)
<b>QUALIFICATIONS</b>	:	<ul style="list-style-type: none"> <li>● Experience in geological and/or geohazard assessment and mapping.</li> <li>● Knowledge of coastal and offshore geology or marine geology/geophysics is an advantage</li> <li>● Knowledgeable in GIS software such as ArcGIS, and Surfer</li> <li>● Experience in numerical modeling (e.g., Delft3D) is an advantage but not required.</li> <li>● Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned.</li> <li>● Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding</li> </ul>
<b>EDUCATION</b>	:	BS Geology
<b>EXPERIENCE</b>	:	- One (1) year of Relevant Experience
<b>TRAINING</b>	:	- 4 hours of relevant training
<b>ELIGIBILITY</b>	:	RA 1080 (Geologist)
<b>DUTIES AND RESPONSIBILITIES:</b>		
<p>A. Conducts coastal geohazard assessment and mapping activities to identify segments of the coast of the archipelago that are critically affected by coastal erosion and accretion/siltation;</p> <p>B. Prepares documents and materials needed in coastal geohazard surveys and mapping; and offshore exploration, development, and exploitation of the country's marine mineral resources;</p> <p>C. Conducts research on offshore exploration, development, and exploitation of the country's marine mineral resources;</p> <p>D. Processes, analyzes, and interprets coastal and offshore geoscientific data/information for coastal geohazard survey and mapping, and marine mineral exploration;</p> <p>E. Prepares technical reports, maps, and geoscientific findings and recommendations relative to coastal geohazard survey and mapping, and marine mineral exploration;</p> <p>F. Prepares project proposals on coastal geohazard survey and mapping, and marine mineral exploration for budget appropriation and implementation;</p> <p>G. Conducts geological surveys and geological sample collection for research including paleontologic, paleoecologic, and stratigraphic studies; geological and geochemical exploration and geological resource characterization; in relation to marine and coastal projects of the MGSD; and</p> <p>H. Performs related tasks as may be assigned by the supervisors from time to time.</p>		

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5. Service Record (if gov't employee);
6. Photocopy of Transcript of Records and Diploma.
7. Performance Rating in the last rating period (if applicable);
8. Photocopy of certificate of eligibility/rating/license;
9. Photocopies of Certificates of Training Programme completed; and
10. Resume (1-page only)

**QUALIFIED APPLICANTS** are advised to send through email their application to: [cogss@mgb.gov.ph](mailto:cogss@mgb.gov.ph) cc: [marine@mgb.gov.ph](mailto:marine@mgb.gov.ph)

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## VACANCT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

<b>POSITION</b>	:	Information Systems Analyst III
<b>DIVISION</b>	:	Marine Geological Survey Division
<b>SALARY</b>	:	PhP 1,444.00 per day plus 20% premium
<b>STATUS</b>	:	Contract of Service
<b>VACANCIES</b>	:	One (1)
<b>QUALIFICATIONS</b>	:	<ul style="list-style-type: none"> <li>● Proficiency in SQL and experience in leading Database Management System</li> <li>● Knowledge in maintaining systems, servers, and network;</li> <li>● Knowledge of configuring systems on Windows is encouraged to apply.</li> <li>● Knowledgeable in GIS software such as ArcGIS</li> <li>● Experience in Database Management (preferably)</li> <li>● Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned</li> <li>● Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding</li> </ul>
<b>EDUCATION</b>	:	Bachelor's degree
<b>EXPERIENCE</b>	:	- One (1) year of Relevant Experience
<b>TRAINING</b>	:	- 4 hours of relevant training
<b>ELIGIBILITY</b>	:	Career Service (Professional)
<b>DUTIES AND RESPONSIBILITIES:</b>		
<p>A. Design, develop, and implement data management strategies and procedures.</p> <p>B. Analyze data requirements from different departments and identify opportunities for improvement.</p> <p>C. Assists in the planning and future development of database requirements and assists division management in the implementation of required upgrades or replacement of current hardware or database version releases.</p> <p>D. Maintenance and update of the database of the Division;</p> <p>E. Support in configuration, security, and maintenance of systems and servers;</p> <p>F. Ensure data accuracy, consistency, and security through data cleansing, validation, and backup procedures.</p> <p>G. Production of maps and figures in relation to coastal vulnerability assessment and offshore exploration programs;</p> <p>H. Assistance in the conduct of coastal vulnerability assessment and offshore exploration programs;</p> <p>I. Research, plan, install, configure, troubleshoot, maintain, and upgrade operating systems related to the Bureau's data center</p> <p>J. Stay up-to-date on emerging data management technologies and best practices.</p> <p>K. Perform a variety of programming assignments requiring knowledge of established programming procedures and data processing requirements for the Bureau's data centers; and</p> <p>L. Perform other related works as maybe assigned by supervisors.</p>		

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## VACANCT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

<b>POSITION</b>	:	Science Research Specialist II
<b>DIVISION</b>	:	Marine Geological Survey Division
<b>SALARY</b>	:	PhP 1,444.00 per day plus 20% premium
<b>STATUS</b>	:	Contract of Service
<b>VACANCIES</b>	:	Two (2)
<b>QUALIFICATIONS</b>	:	<ul style="list-style-type: none"> <li>• Experience in geological and/or geohazard assessment and mapping.</li> <li>• Knowledge of coastal and offshore geology or marine geology/geophysics is an advantage</li> <li>• Knowledgeable in GIS software such as ArcGIS, and Surfer</li> <li>• Experience in numerical modeling (e.g., Delft3D) is an advantage but not required.</li> <li>• Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned.</li> <li>• Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding</li> </ul>
<b>EDUCATION</b>	:	BS Geology
<b>EXPERIENCE</b>	:	- One (1) year of Relevant Experience
<b>TRAINING</b>	:	- 4 hours of relevant training
<b>ELIGIBILITY</b>	:	RA 1080 (Geologist)
<b>DUTIES AND RESPONSIBILITIES:</b>		
<p>A. Conducts coastal geohazard assessment and mapping activities to identify segments of the coast of the archipelago that are critically affected by coastal erosion and accretion/siltation;</p> <p>B. Prepares documents and materials needed in coastal geohazard surveys and mapping; and offshore exploration, development, and exploitation of the country's marine mineral resources;</p> <p>C. Conducts research on offshore exploration, development, and exploitation of the country's marine mineral resources;</p> <p>D. Processes, analyzes, and interprets coastal and offshore geoscientific data/information for coastal geohazard survey and mapping, and marine mineral exploration;</p> <p>E. Prepares technical reports, maps, and geoscientific findings and recommendations relative to coastal geohazard survey and mapping, and marine mineral exploration;</p> <p>F. Prepares project proposals on coastal geohazard survey and mapping, and marine mineral exploration for budget appropriation and implementation;</p> <p>G. Conducts geological surveys and geological sample collection for research including paleontologic, paleoecologic, and stratigraphic studies; geological and geochemical exploration and geological resource characterization; in relation to marine and coastal projects of the MGSD; and</p> <p>H. Performs related tasks as may be assigned by the supervisors from time to time.</p>		

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## VACANCT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

<b>POSITION</b>	:	Technical Assistant
<b>DIVISION</b>	:	Marine Geological Survey Division
<b>SALARY</b>	:	PhP 794 per day plus 20% premium
<b>STATUS</b>	:	Contract of Service
<b>VACANCIES</b>	:	One (1)
<b>QUALIFICATIONS</b>	:	<ul style="list-style-type: none"> <li>• Knowledge and experience in operating and maintaining geological and geophysical equipment (e.g., seismic sensors, magnetometers, gravimeters, and multi-beam echosounders).</li> <li>• Proficiency in diagnosing and troubleshooting mechanical, electronic, and software-related issues in scientific instruments.</li> <li>• Familiarity with calibration techniques and performance optimization of geophysical instruments.</li> <li>• Basic programming and data acquisition skills using platforms like MATLAB, Python, or proprietary software for geophysical tools.</li> <li>• Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned.</li> </ul>
<b>EDUCATION</b>	:	Completion of at least 2 years of studies in college.
<b>EXPERIENCE</b>	:	Experience working in marine or field environments is an advantage
<b>TRAINING</b>	:	4 hours of relevant training in specific geophysical or geological software
<b>ELIGIBILITY</b>	:	None Required
<b>DUTIES AND RESPONSIBILITIES:</b>		
<p>A. Assist in the operation and maintenance activities of RPS Explorer;</p> <p>B. Assist in the troubleshooting of navigational, and geophysical equipment and instruments;</p> <p>C. Assist in the maintenance and upkeep of electrical equipment, instruments, appurtenances, and fixtures</p> <p>D. Assist in geophysical and geological operations during fieldworks;</p> <p>E. Assist in the implementation of projects in the RPS Explorer;</p> <p>F. Assist in administrative works both in the RPS Explorer and in the office;</p> <p>G. Perform other duties and responsibilities as ordered by the immediate supervisor.</p>		

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