

VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Procurement Officer
DIVISION	:	Administrative Division – BAC unit
SALARY	:	Php926/per day plus 20% premium
STATUS	:	Contract of Service
QUALIFICATIONS	:	
EDUCATION	:	Bachelor's Degree Relevant to the Job
EXPERIENCE	:	1 year of Relevant Experience in Procurement and Government Bidding and Awards System
TRAINING	:	24 hours of Relevant Training in Procurement and Government Bidding and Awards system
ELIGIBILITY	:	Preferably with CS Professional

POSITION	:	Procurement Assistant
DIVISION	:	Administrative Division – BAC unit
SALARY	:	Php851/per day plus 20% premium
STATUS	:	Contract of Service
QUALIFICATIONS	:	
EDUCATION	:	Bachelor's Degree Relevant to the Job
EXPERIENCE	:	1 year of Relevant Experience in Procurement and Government Bidding and Awards System
TRAINING	:	4 hours of Relevant Training in Procurement and Government Bidding and Awards system
ELIGIBILITY	:	Preferably with CS Professional

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 **November 18, 2021**:

1. Application Letter;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Work Experience Sheet Attachment;
4. Certificates of Training and Employment;
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records and Diploma.

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

JOSEPH P. RIVERA
Chief, Human Resource Management Section
spb.mgb.co@gmail.com