

VACANT POSITIONS IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

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| POSITION | : Career Development Officer |
| DIVISION | : Human Resource Management Section – Administrative Division |
| SALARY | : ₱926.00 per day with 20% premium |
| STATUS | : Contract of Service |
| VACANCIES | : One |
| QUALIFICATIONS | : |
| EDUCATION | : Bachelor’s Degree Relevant to the Job |
| EXPERIENCE | : - One (1) year of Relevant Experience in Learning & Development |
| TRAINING | : - Four (4) hours of Relevant Training |
| ELIGIBILITY | : - Preferably with Career Service Professional; 2 nd Level Eligibility |

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|----------------|---|
| POSITION | : Administrative Assistant III |
| DIVISION | : Administrative Division |
| SALARY | : ₱794.00 per day with 20% premium |
| STATUS | : Contract of Service |
| VACANCIES | : One |
| QUALIFICATIONS | : |
| EDUCATION | : Completion of 2 years studies in college |
| EXPERIENCE | : - Three (3) years of Relevant Experience in Office Administration |
| TRAINING | : - None Required |
| ELIGIBILITY | : - None Required |

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

1. Application Letter (specifying the position title 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. Certificates of Training;
6. Photocopy of certificate of eligibility/rating/license (if applicable); and
7. 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



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.