

VACANT POSITIONS IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

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

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.

VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Science Research Specialist II
DIVISION	:	Marine Geological Survey Division
SALARY	:	PhP 1,444.00 per day plus 20% premium
STATUS	:	Contract of Service
VACANCIES	:	Three (3)
QUALIFICATIONS	:	<ul style="list-style-type: none"> • Have experience in marine mineral exploration and geological and/or geohazard assessment and mapping is an advantage. • Knowledgeable in GIS software such as ArcGIS Pro • Knowledgeable in geophysical software such as Oasis Montaj, Hypack, Seisee, and SonarWiz • Experience in modeling such as Surpac, Surfer, and Delft3D is an advantage. • Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned. • Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding
EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	- One (1) year of Relevant Experience
TRAINING	:	- 4 hours of relevant training
ELIGIBILITY	:	RA 1080
DUTIES AND RESPONSIBILITIES:		
<p>A. Participate in carrying out marine geological and geophysical surveys through seismic, magnetic, and gravity methods including acquisition of marine sediment samples and relevant geologic data;</p> <p>B. Participate in the conduct of resource and final report validation of the offshore exploration and mining project across the Philippines;</p> <p>C. Participate in the formulation of guidebook and policies relative to offshore exploration and utilization;</p> <p>D. Recommend innovative measures and techniques toward a relatively more effective and efficient implementation of marine geoscientific studies and activities;</p> <p>E. Processes, analyzes, and interprets coastal and offshore geoscientific data/information for marine mineral exploration and coastal geohazard survey and mapping;</p> <p>F. Participate in the coastal geohazard assessment, impact of climate change study, and coastal marine geoscientific surveys;</p>		

- G. Prepare technical reports and relevant geoscientific findings and recommendations for the evaluation of the direct supervisor;
- H. Prepare final layout of the different thematic maps (e.g., geochemical anomaly map, geomorphology, physical vulnerability maps) based on format agreed during the capacity building; and
- I. Performs related tasks as may be assigned by the supervisors from time to time.

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 26, 2024**:

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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)

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MICHAEL V. CABALDA

Assistant Secretary for Mining Concerns and
Concurrent OIC Director



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VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Senior Science Research Specialist
DIVISION	:	Marine Geological Survey Division
SALARY	:	PhP 1,504.00 per day plus 20% premium
STATUS	:	Contract of Service
VACANCIES	:	One (1)
QUALIFICATIONS	:	<ul style="list-style-type: none"> ● Experience in marine mineral exploration and geological and/or geohazard assessment and mapping. ● Knowledgeable in GIS software such as ArcGIS Pro ● Knowledgeable in geophysical software such as Oasis Montaj, Hypack, Seisee, and SonarWiz ● Experience in modeling such as Surpac, Surfer, and Delft3D is an advantage. ● Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned. ● Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding
EDUCATION	:	BS Geology
EXPERIENCE	:	- Two (2) years of Relevant Experience
TRAINING	:	- 8 hours of relevant training
ELIGIBILITY	:	- RA 1080 (Geologist)
DUTIES AND RESPONSIBILITIES:		
<p>A. Leads and investigates a project related to the utilization of critical minerals in marine sediments and its potential effects to the marine environment;</p> <p>B. Provides technical inputs and undertake activities including data collection, review, fieldwork, and analysis;</p> <p>C. Supervises the planning and coordination of marine geological and geophysical activities;</p> <p>D. Supervises the formulation of guidebook and policies relative to offshore exploration and utilization;</p> <p>E. Reviews and edits technical and other reports prepared and submitted by subordinates; and</p> <p>F. Performs other duties assigned by the Division Chief from time to time.</p>		

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VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	GIS Specialist B
DIVISION	:	Marine Geological Survey Division
SALARY	:	PhP 1,319 per day plus 20% premium
STATUS	:	Contract of Service
VACANCIES	:	One (1)
QUALIFICATIONS	:	<ul style="list-style-type: none"> ● Knowledgeable in GIS software such as ArcGIS Pro ● Knowledgeable in geophysical software such as Oasis Montaj, Hypack, Seisee, and SonarWiz ● Experience in modeling such as Surpac, Surfer, and Delft3D is an advantage. ● Knowledge of coastal and offshore geology or marine geology/geophysics is an advantage ● Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned. ● Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding
EDUCATION	:	BS Geology
EXPERIENCE	:	- One year of Relevant Experience
TRAINING	:	- 4 hours of relevant training
ELIGIBILITY	:	RA 1080 (Geologist)
DUTIES AND RESPONSIBILITIES:		
<p>A. Design, develop, and implement data management strategies and procedures;</p> <p>B. Maintains and updates the database of the Division;</p> <p>C. Production of maps and figures in relation to offshore exploration and coastal geohazard programs;</p> <p>D. Assists in the processing of geophysical data such as seismic profiles, bathymetric, gravity, and magnetic data;</p> <p>E. Assists in the conduct of offshore exploration and coastal geohazards programs; and</p> <p>F. Performs related tasks as may be assigned by the supervisors from time to time.</p>		

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VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

POSITION	:	Science Research Specialist II
DIVISION	:	Marine Geological Survey Division
SALARY	:	PhP 1,444.00 per day plus 20% premium
STATUS	:	Contract of Service
VACANCIES	:	Four (4)
QUALIFICATIONS	:	<ul style="list-style-type: none"> ● Experience in marine mineral exploration and geological and/or geohazard assessment and mapping is an advantage. ● Knowledgeable in GIS software such as ArcGIS Pro ● Knowledgeable in geophysical software such as Oasis Montaj, Hypack, Seisee, and SonarWiz ● Experience in modeling such as Surpac, Surfer, and Delft3D is an advantage. ● Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned. ● Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding
EDUCATION	:	Bachelor's degree relevant to the job
EXPERIENCE	:	- One (1) year of Relevant Experience
TRAINING	:	- 4 hours of relevant training
ELIGIBILITY	:	RA 1080
DUTIES AND RESPONSIBILITIES:		
<p>A. Participate in carrying out marine geological and geophysical surveys through seismic, magnetic, and gravity methods including acquisition of marine sediment samples and relevant geologic data;</p> <p>B. Participate in the formulation of guidebook and policies relative to offshore exploration and utilization;</p> <p>C. Recommend innovative measures and techniques toward a relatively more effective and efficient implementation of marine geoscientific studies and activities;</p> <p>D. Processes, analyzes, and interprets coastal and offshore geoscientific data/information related to the utilization of critical minerals in marine sediments and its potential effects to the marine environment;</p> <p>E. Prepare technical reports and relevant geoscientific findings and recommendations for the evaluation of the direct supervisor;</p> <p>F. Performs related tasks as may be assigned by the supervisors from time to time.</p>		

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POSITION	:	Geologist II
DIVISION	:	Marine Geological Survey Division
SALARY	:	PhP 1,319.00 per day plus 20% premium
STATUS	:	Contract of Service
VACANCIES	:	Three (3)
QUALIFICATIONS	:	<ul style="list-style-type: none"> • Have experience in marine mineral exploration and geological and/or geohazard assessment and mapping is an advantage. • Knowledgeable in GIS software such as ArcGIS Pro • Knowledgeable in geophysical software such as Oasis Montaj, Hypack, Seisee, and SonarWiz • Experience in modeling such as Surpac, Surfer, and Delft3D is an advantage. • Willing to work in an onsite office-based environment and join official travels within the Philippines as may be assigned. • Amenable for 1-year contract and renewable every year subject to performance rating and availability of funding
EDUCATION	:	BS Geology
EXPERIENCE	:	- One (1) year of Relevant Experience
TRAINING	:	- 4 hours of relevant training
ELIGIBILITY	:	RA 1080 (Geologist)
DUTIES AND RESPONSIBILITIES:		
<p>A. Participate in carrying out marine geological and geophysical surveys through seismic, magnetic, and gravity methods including acquisition of marine sediment samples and relevant geologic data;</p> <p>B. Participate in the conduct of resource and final report validation of the offshore exploration and mining project across the Philippines;</p> <p>C. Participate in the formulation of guidebook and policies relative to offshore exploration and utilization;</p> <p>D. Recommend innovative measures and techniques toward a relatively more effective and efficient implementation of marine geoscientific studies and activities;</p> <p>E. Processes, analyzes, and interprets coastal and offshore geoscientific data/information for marine mineral exploration and coastal geohazard survey and mapping;</p> <p>F. Participate in the coastal geohazard assessment, impact of climate change study, and coastal marine geoscientific surveys;</p> <p>G. Prepare technical reports and relevant geoscientific findings and recommendations for the evaluation of the direct supervisor;</p>		

- H. Prepare final layout of the different thematic maps (e.g., geochemical anomaly map, geomorphology, physical vulnerability maps) based on format agreed during the capacity building; and
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VACANT POSITION IN THE MINES AND GEOSCIENCES BUREAU CENTRAL OFFICE

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

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