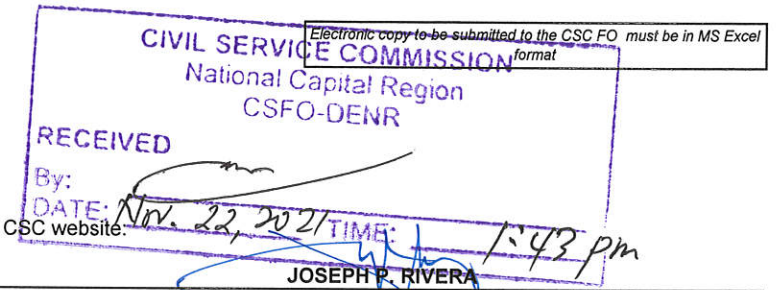


Republic of the Philippines  
**MINES AND GEOSCIENCES BUREAU**  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MINES AND GEOSCIENCES BUREAU in the CSC website.

**JOSEPH P. RIVERA**  
HRMO  
Date: November 22, 2021

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly Salary | Qualification Standards  |                               |                                |  |                               | Place of Assignment   |
|-----|--|--------------------|---------------------------------|----------------|--|-------------------------------|--------------------------------|--|-------------------------------|---|
|     |  |                    |                                 |                | Education  | Training                      | Experience                     | Eligibility  | Competency<br>(if applicable) |   |
| 1   | Engineer IV  | MGBB-ENG4-16-2014  | 22                              | 68,415.00      | Bachelor's Degree in Engineering Relevant to the Job                                   | 16 hours of relevant training | 3 years of relevant experience | RA 1080  |                               | Mines and Geosciences Bureau Central Office - Marine Geological Survey Division |
| 2   | Engineer IV  | MGBB-ENG4-17-2014  | 22                              | 68,415.00      | Bachelor's Degree in Engineering Relevant to the Job                                   | 16 hours of relevant training | 3 years of relevant experience | RA 1080  |                               | Mines and Geosciences Bureau Central Office - Marine Geological Survey Division |
| 3   | Accountant III   | MGBB-A3-1-1998     | 19                              | 48,313.00      | Bachelor's Degree in Accountancy/Commerce/ Business Administration Major in Accounting | 8 hours of relevant training  | 2 years of relevant experience | RA 1080 (CPA)  |                               | Mines and Geosciences Bureau Central Office - Financial and Management Division |
| 4   | Engineer III   | MGBB-ENG3-14-1998  | 19                              | 48,313.00      | Bachelor's Degree in Engineering Relevant to the Job                                   | 8 hours of relevant training  | 2 years of relevant experience | RA 1080  |                               | Mines and Geosciences Bureau Central Office - Mining Technology Division        |
| 5   | Administrative Officer IV                              | MGBB-ADOF4-18-2004 | 15                              | 33,575.00      | Bachelor's Degree Relevant to the Job  | 4 hours of relevant training  | 1 year of relevant experience  | Career Service (Professional); 2nd Level Eligibility |                               | Mines and Geosciences Bureau Central Office - Financial and Management Division |

This Office highly encourages interested and qualified applicants including persons with disability (PWD), members of Indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE). 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 **December 3, 2021**:

1. 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma;
5. Application Letter (specifying the position title and item number applied for);
6. Work Experience Sheet (Attachment to CS Form No. 212);
7. Copies of Certificates of Training program completed; and
8. Certificates of Employment from all previous employers/Certified copy of Service Record.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JOSEPH P. RIVERA**  
Chief, Human Resource Management Section  
Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City  
[mgbco.hrmpsb@gmail.com](mailto:mgbco.hrmpsb@gmail.com)

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