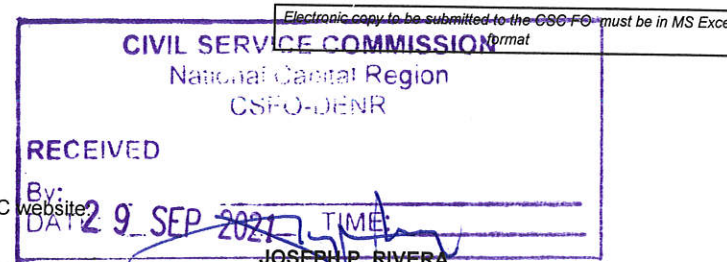


Republic of the Philippines
MINES AND GEOSCIENCES BUREAU
Request for Publication of Vacant Positions



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.

Date: September 29, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Laboratory Technician I	MGBB-LABT1-1-1998	6	16,200.00	Completion of two years studies in College	None Required	None Required	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Central Office
2	Laboratory Technician I	MGBB-LABT1-2-1998	6	16,200.00	Completion of two years studies in College	None Required	None Required	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Central Office
3	Laboratory Technician I	MGBB-LABT1-6-1998	6	16,200.00	Completion of two years studies in College	None Required	None Required	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Central Office
4	Laboratory Technician II	MGBB-LABT2-17-1998	8	18,251.00	Completion of two years studies in College	4 hours of Relevant Training	1 year of Relevant Experience	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Central Office
5	Laboratory Technician II	MGBB-LABT2-3-1998	8	18,251.00	Completion of two years studies in College	4 hours of Relevant Training	1 year of Relevant Experience	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Central Office
6	Laboratory Technician II	MGBB-LABT2-5-1998	8	18,251.00	Completion of two years studies in College	4 hours of Relevant Training	1 year of Relevant Experience	CSC MC 10, s. 2013 Category II; Laboratory Technician Eligibility		Mines and Geosciences Bureau Central Office
7	Engineer IV	MGBB-ENG4-33-1998	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

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 **October 13, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

VACANCT 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

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 **October 21, 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