

Republic of the Philippines
MINES AND GEOSCIENCES BUREAU
 Regional Office No. V
 Regional Government Center, Rawis, Legazpi City

Hiring of Personnel Under Contracts of Service

Date: January 6, 2021

No.	Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Science Research Specialist II (Contract of Service)	16	31,765.00	Bachelor of Science in Geology/Mining Engineering or Environmental Science/Engineering Courses	4 hours of relevant training	1 year of relevant experience	RA 1080 or equivalent	<p>Intermediate</p> <ul style="list-style-type: none"> ◦ Exemplifying Integrity Demonstrates honesty even in difficult situations. ◦ Delivering Service Excellence Provides correct, adequate and prompt information to customers as may be necessary; ◦ Solving Problems and Making Decisions Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ Demonstrating Personal Effectiveness Communicates and explain the task and its implications to team or office welfare; ◦ Championing and Applying Innovation Makes practical improvements in one's job based on common sense, simple analysis or good ideas or experience gleaned from previous experience or other practices; ◦ Writing Effectively Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; ◦ Speaking Effectively Adjusts communication style according to the needs of the audience and/or situation. 	Office of the Regional Director with field assignment at CENRO- Sipocot, Camarines Sur - "Embedded Personnel"
1	Engineer I (Geodetic Engineer) (Contract of Service)	12	20,651.00	Bachelor of Science in Geodetic Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 or equivalent	<p>Intermediate</p> <ul style="list-style-type: none"> ◦ Exemplifying Integrity Demonstrates honesty even in difficult situations. ◦ Delivering Service Excellence Provides correct, adequate and prompt information to customers as may be necessary; ◦ Solving Problems and Making Decisions Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ Demonstrating Personal Effectiveness Communicates and explain the task and its implications to team or office welfare; ◦ Championing and Applying Innovation Makes practical improvements in one's job based on common sense, simple analysis or good ideas or experience gleaned from previous experience or other practices; ◦ Writing Effectively Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; and ◦ Speaking Effectively Adjusts communication style according to the needs of the audience and/or situation. 	Mine Management Division

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				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant (Contract of Service)	6	13,851.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional; 1st Level Eligibility	Basic - Exemplifying Integrity Demonstrates trustworthiness by protecting sensitive or confidential information, following required procedures, and honoring one's commitment to others or the organization; - Delivering Service Excellence Shows sense of urgency in attending to customer needs and requests by considering commitment to turn-around time; - Solving Problems and Making Decisions Effectively distinguishes which problems or issues will require the help or intervention of the immediate superior or appropriate authority; - Demonstrating Personal Effectiveness Focuses on assigned tasks, using available tools to keep track of status at regular intervals to ensure its completion; - Championing and Applying Innovation Demonstrates willingness in adapting to new approaches or technology applicable to work practices/systems and can articulate or defend the value of embracing these developments; - Writing Effectively Knows and uses basic business writing rules such as sentence structure, rules in grammar and techniques in word use and spelling; and - Speaking Effectively Actively participates in discussions and is appropriately assertive in expressing own ideas.	Finance and Administrative Division (Accounting Unit)
1	Administrative Assistant (Contract of Service)	6	13,851.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional; 1st Level Eligibility	Basic Exemplifying Integrity Demonstrates trustworthiness by protecting sensitive or confidential information, following required procedures, and honoring one's commitment to others or the organization; - Delivering Service Excellence Shows sense of urgency in attending to customer needs and requests by considering commitment to turn-around time; - Solving Problems and Making Decisions Effectively distinguishes which problems or issues will require the help or intervention of the immediate superior or appropriate authority; - Demonstrating Personal Effectiveness Focuses on assigned tasks, using available tools to keep track of status at regular intervals to ensure its completion; - Championing and Applying Innovation Demonstrates willingness in adapting to new approaches or technology applicable to work practices/systems and can articulate or defend the value of embracing these developments; - Writing Effectively Knows and uses basic business writing rules such as sentence structure, rules in grammar and techniques in word use and spelling; and - Speaking Effectively Actively participates in discussions and is appropriately assertive in expressing own ideas.	Finance and Administrative Division (Property/Procurement Unit)

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 **January 16, 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. Work Experience Sheet (Attachment to PDS) *pls. visit csc.gov.ph*;
3. Photocopy of Transcript of Records/Diploma;
4. Photocopy of certificate of eligibility/board rating/license;
5. Photocopy of certificate previous employment; and
6. Photocopy of certificate of training/seminars attended.

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

GUILLERMO A. MOLINA, JR. IV

 Regional Director
 Rawis, Legazpi City
region5@mgb.gov.ph

Approved for posting: January 6, 2021


GUILLERMO A. MOLINA, JR. IV
 Regional Director

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.