

Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. V
Regional Government Center, Rawis, Legazpi City



February 10, 2020

Ms. Sharon Farida A. Flores
Acting Director II
Civil Service Commission-Albay Field Office
IBP Road, Bitano
Legazpi City

Madam:

May we request that the herein List of Vacant Positions of the DENR Mines and Geosciences Bureau-Regional Office No. V, Rawis, Legazpi City be posted and published in the CSC Bulletin of Vacant Positions in the Government.

Thank you and regards.

Very truly yours,

GUILLERMO A. MOLINA, JR. IV
Regional Director

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

Electronic copy to be submitted to the CSC FO must be in its Excel format

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:

GIANELLE J. FOJAS
HRMO

Date: February 10, 2020



Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
Administrative Assistant II	MGBB-ADAS2-20-2004	8	17,505	Completion of 2-year studies in college or High School Graduate with relevant vocational/trade	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Mines and Geosciences Bureau Regional Office No. 5 Finance and Administrative Division
Mining Claims Examiner III	MGBB-MINC3-4-1998	18	42,159	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Mines and Geosciences Bureau Regional Office No. 5 Mine Management Division
Engineer V	MGBB-ENG5-42-2014	24	85,074	Bachelor's degree in Engineering relevant to the job	40 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080 INTERMEDIATE - Building Collaborative and Inclusive Working Relationships: Builds partnerships and networks to deliver or enhance work outcomes; - Managing Performance and Coaching for Results: Creates tools and/or applies new methods in correcting and improving below standard or non-complaint performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development; - Leading Change Implements plans or activities related to a change initiative affecting one's functional area or expertise and motivates division members' commitment to accept the change; - Thinking Strategically and Creatively: Creates or defines goals and initiatives based on how one can support, extend or align to the goals of one's department or functional area; and - Creating and Nurturing a High Performing Organization: Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.	Mines and Geosciences Bureau Regional Office No. 5 Mine Management Division

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 **February 21, 2020**.

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.

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

GUILLERMO A. MOLINA, JR. IV
Regional Director
Rawls, Legazpi City
region5@mgb.gov.ph