



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. V
DENR Annex Bldg., Regional Center, Rawis, Legazpi City
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MGB-V COPY



February 19, 2021

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

Madam:

May we request that the herein List of Vacant Position 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

Department of Environment and Natural Resources
Mines and Geosciences Bureau
Regional Office No. V



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Letter
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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:


GIANELLE J. FOJAS
HRMO

Date: February 19, 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	Engineer II	MGBB-ENG2-26-1998	16	36,628	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	INTERMEDIATE <u>- Exemplifying Integrity</u> Demonstrates honesty even in difficult situations. <u>- Delivering Service Excellence</u> Provides correct, adequate and prompt information to customers as may be necessary; <u>- Solving Problems and Making Decisions</u> Breaks down problems or decision dilemma into small components and examines those using analytical techniques; <u>- Demonstrating Personal Effectiveness</u> Communicates and explain the task and its implications to team or office welfare; <u>- Championing and Applying Innovation</u> 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; <u>- Writing Effectively</u> Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; and <u>- Speaking Effectively</u> Adjusts communication style according to the needs of the audience and/or situation	Mines and Geosciences Bureau Regional Office No. V -Mine 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 **March 4, 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**;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of certificate of trainings

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


GUILLERMO A. MOLINA, JR. IV

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ACCEPTED. ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE SCREENED.