

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 MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the MINES AND GEOSCIENCES BUREAU in the CSC website:

rgm
GIANELLE J. FOJAS
HRMO
March 29, 2021

Date:

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	Senior Science Research Specialist	MGBB-SRSRS-4-1998	19	48,313	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional (Second Level Eligibility)	ADVANCE Maintains confidentiality and protect the privacy of employees, customers, and other members of the public. Exemplifying Integrity - Delivering Service Excellence Proactively comes up with solutions to manage stakeholders' expectations. - Solving Problems and Making Decisions Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation. - Demonstrating Personal Effectiveness Promotes and instills strong values and ethics within the organization. - Championing and Applying Innovation Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks. - Writing Effectively Knows and uses appropriate content, clarity, logic and presentation of written communications; and - Speaking Effectively Understands common conventions of language and grammar appropriate to professional settings and audience.	Mines and Geosciences Bureau-V (Mine Safety, Environment and Social Development Division)
2	Administrative Assistant III (Senior Bookkeeper)	MGBB-ADAS3-53-2004	9	19,593	Completion of two (2)-year studies in college or High School Graduate with relevant vocational/trade course	Four (4) hours of Relevant Training	One (1) year of Relevant Experience	Relevant MC 11 s 1996 Career Service (Sub-Professional)/First 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.	Mines and Geosciences Bureau-V (Finance and Administrative 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 qualifies applicants should signify their interest in writing. Attach the following documents to the application letter and sent to the address below not later than **April 9, 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 (Attachement to PDS) pls. visit csc.gov.ph
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records
6. Photocopy of certificate of trainings 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

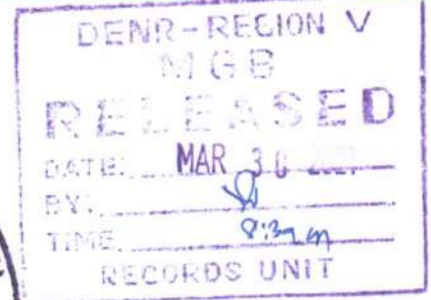
region5@mgb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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
 E-mail Address: region5@mgb.gov.ph
 Website: region5.mgb.gov.ph
 Telefax No. (052) 482-1056 Tel No. (052) 482-1156

MGB-V COPY



March 29, 2021



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

Madam:

May we request that the herein List of Vacant Positions of 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 8

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



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 Letter 03/29/21
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