

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

MGB-5 FILE



May 27, 2020

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 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,

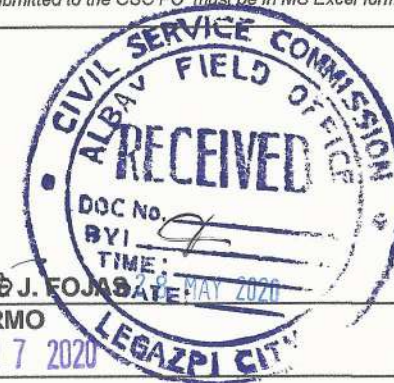
GUILLERMO A. MOLINA, JR. IV
Regional Director



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

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
MAY 27 2020

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	Geologist II	MGBB-GEOL2-37-2014	15	32,053	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	4 hours of relevant training	1 year of relevant experience	RA 1080	<p>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. <u>Speaking Effectively:</u> Adjusts communication style according to the needs of the audience and/or situation.</p>	Mines and Geosciences Bureau Regional Office No. V - Geosciences Division
2	Engineer II	MGBB-ENG2-26-1998	16	35,106	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	<p>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.</p>	Mines and Geosciences Bureau Regional Office No. V - Mine Management Division

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

To: CIVIL SERVICE COMMISSION (CSC)

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GIANELLE J. FOJAS
HRMO
MAY 27 2020
CSC No. 9
BY: [Signature]
DATE: 28 MAY 2020

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)	
3	Chief Science Research Specialist	MGBB-CSRS-14-1998	24	85,074	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service (Professional)/ Second Level Eligibility	<p>INTERMEDIATE</p> <p><u>Building Collaborative and Inclusive Working Relationships:</u> Builds partnerships and networks to deliver or enhance work outcomes;</p> <p>• <u>Managing Performance and Coaching for Results:</u> 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;</p> <p>• <u>Leading Change:</u> 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;</p> <p>• <u>Thinking Strategically and Creatively:</u> 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</p> <p>• <u>Creating and Nurturing a High Performing Organization:</u> Builds a shared sense of destiny among individuals with seemingly disparate views, concerns and aspirations; creates team cohesion and improves individual and team performance.</p>	Mines and Geosciences Bureau Regional Office No. V - Mine Safety, Environment and Social Development Division
4	Supervising Science Research Specialist	MGBB-SVSRS-26-2014	22	66,867	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<p>ADVANCE</p> <p><u>Exemplifying Integrity</u> Maintains confidentiality and protect the privacy of employees, customers, and other members of the public;</p> <p>• <u>Delivering Service Excellence</u> Proactively comes up with solutions to manage stakeholders' expectations;</p> <p>• <u>Solving Problems and Making Decisions</u> 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;</p> <p>• <u>Demonstrating Personal Effectiveness</u> Promotes and instills strong values and ethics within the organization;</p> <p>• <u>Championing and Applying Innovation</u> Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks;</p> <p>• <u>Writing Effectively</u> Knows and uses appropriate content, clarity, logic and presentation of written communications; and</p> <p>• <u>Speaking Effectively</u> Understands common conventions of language and grammar appropriate to professional settings and audiences.</p>	Mines and Geosciences Bureau Regional Office No. V - Mine Safety, Environment and Social Development Division

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

To: CIVIL SERVICE COMMISSION (CSC)

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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)	
5	Community Affairs Officer II	MGBB-CAO2-12-1998	15	32,053	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	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. - <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 Safety, Environment and Social Development 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 JUN 08 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.

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.