

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

HIRING OF PERSONNEL UNDER CONTRACT OF SERVICE

- One (1) Records Management Assistant
- One (1) Driver Mechanic

Qualification Standards:

- 2) Records Management Assistant
- Education : Completion of two (2)-year studies in college with relevant vocational/trade/computer course
- Eligibility : Relevant MC 11, s. 1998 Career Service (Sub-professional)/First Level Eligibility
- 1) Driver-Mechanic
- Education : High School Graduate or Completion of relevant vocational/trade course
- Other Qualifications : 21-35 years old; preferably a resident of Legazpi City or Daraga area with valid Professional Driver's License

Applicants may submit applications not later than July 24, 2018 at the Personnel Unit, MGB RO-V, Rawis, Legazpi City together with the following documents/requirements:

1. Application Letter;
2. Comprehensive Resume or Personal Data Sheet (CS Form 212), Revised 2017;
3. Authenticated copy of Transcript of Records/Diploma;
4. PRC License/ID/Eligibility, if any;
5. NBI Clearance;
6. Drug Test Result;
7. Certification of previous employment;
8. Certification of training/seminars attended (not included in school curriculum);
9. Other relevant documents.

Please present also the original copies of the required documents for purposes of validation.

Approved for posting: July 16, 2018


GUILLERMO A. MOLINA, JR. IV
OIC, Office of the Regional Director