



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU RO V
DENR Annex Bldg., Regional Center, Rawis, Legazpi City
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MGB-V COPY



September 16, 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 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 MS Excel format

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:

Date: September 16, 2021

GIANELLE J. FOJAS
HRMO

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 IV	MGBB-ENG4-68-1998	22	68,415.00	Bachelor's Degree in Engineering relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Mines and Geosciences Bureau-V (Mine Management Division)
2	Supervising Geologist	MGBB-SVGEO-20-1998	22	68,415.00	Bachelor of Science in Geology or Bachelor of Arts/Science major in Geology	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	RA 1080		Mines and Geosciences Bureau-V (Geosciences Division)
3	Administrative Assistant III (Senior Bookkeeper)	MGBB-ADAS3-53-2004	9	19,593.00	Completion of two (2) years studies in college	Four (4) hours of Relevant Training	One (1) year of Relevant Experience	Career Service Subprofessional; First Level Eligibility		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 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 **September 27, 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 Attachment (CS Form No. 212 Attachment)
2. Performance rating in the last two (2) rating periods (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma;
5. Copies of Certificates of Training program completed; and
6. Certificates of Employment from all previous employers/Certified copy of Service Record.

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.