

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



October 2, 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 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,

GUILLEMO A. MOLINA, JR. IV
Regional Director



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



0:11:22 AM

Letter

10/02/20

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: October 2, 2020

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	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 - Geosciences Division

Interested and qualified applicants should signfy their interest in writing. Attach the following documents to the application letter and send to the address below not later than **October 15, 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.