

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

April 11, 2017

Mr. Arpon U. Lucero
Director II
Civil Service Commission-Albay Field Office
IBP Road, Bitano
Legazpi City



Sir:

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.

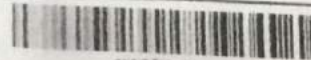
Thank you and regards.

Very truly yours,

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



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



04217-201-428

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Letter

04/12/17



LIST OF VACANT POSITIONS FOR PUBLICATION

NUMBER	POSITION TITLE	NO. OF VACANCY	SALARY GRADE	PLACE OF ASSIGNMENT	QUALIFICATION STANDARDS			
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
MGBB-ADAS1-17-2004	Administrative Assistant I	1	7	Office of the Regional Director	Completion of two-year studies in college or High School Graduate with relevant vocational/trade/computer course	None required	None required	Relevant MC 11, s.1996 CS Sub-professional/1st Level Eligibility
MGBB-ADAS2-23-2014	Administrative Assistant II	1	8	Finance and Administrative Division	Completion of two-year studies in college or High School Graduate with relevant vocational/trade/computer course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s.1996 CS Sub-professional/1st Level Eligibility

Note: Applicants may submit their applications to the HRM Unit/SPB Secretariat, MGB R.O. No. V, Rawis, Legazpi City not later than 28 APR 2017 together with the following requirements/documents:

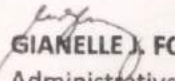
1. Application letter
2. Comprehensive Resume or Personal Data Sheet (CS Form 212)
3. Authenticated copy of Diploma and Transcript of Records
4. Authenticated copy of Eligibility
5. Authenticated copy of Certificate/s of Training/Seminars attended
6. Authenticated copy of Certificate/s of Employment or Service Record
7. Authenticated copy of Performance Evaluation Report, if applicable, covering the last two (2) consecutive rating periods, and
8. Other relevant documents.


the original copies of required documents for the purpose of validation.


Prepared by:

Recommended by:

Approved for Posting:


GIANELLE J. FOJAS
Administrative Officer V


DANIEL S. SOMBANON
Chief Administrative Officer


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