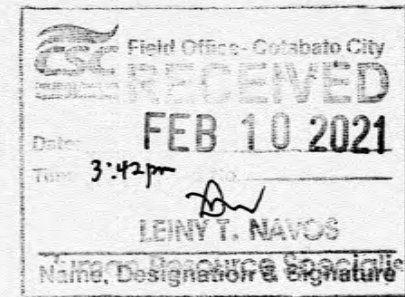


Republic of the Philippines
MINES AND GEOSCIENCES BUREAU
Request for Publication of Vacant Positions

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:

Marilyn D. Dicierto
MARILYN D. DICIERTO
HRMO

Date: February 12, 2021

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 applicable) (if	
1	Administrative Assistant I	MGBB-ADAS1-23-2004	7	17,179	Completion of two years studies in college	none required	none required	Career Service (Subprofessional); 1st Level Eligibility		Mines and Geosciences Bureau Regional Office No. XII, Koronadal City
2	Administrative Assistant II	MGBB-ADAS2-26-2004	8	18,251	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); 1st Level Eligibility		Mines and Geosciences Bureau Regional Office No. XII, Koronadal City
3	Administrative Assistant III (Computer Operator II)	MGBB-ADAS3-77-2004	9	19,552	Completion of two (2) years studies in college or High School Graduate with Relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First Level Eligibility		Mines and Geosciences Bureau Regional Office No. XII, Koronadal City
4	Supervising Science Research Specialist	MGBB-SVSRS-47-1998	22	68,415	Bachelor's Degree Relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Regional Office No. XII, Koronadal City

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 February 23, 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. 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:

MARILYN D. DICIERTO
ADMINISTRATIVE OFFICER V
MGBXII, Prime Regional Center, Carpenter Hill,
Koronadal City
mgbxii@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.