

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

**CSC**  
CIVIL SERVICE COMMISSION  
Republic of the Philippines  
5th Floor, CSC RO VII Building  
Sudlon, Lahug, Cebu City  
Telephone No: (032) 414-0769

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

**RECEIVED**  
Date: **OCT 21 2021**

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: 3:01 PM

Unique Transaction No.

*Julema*  
**PEDRO P. SEMBLANTE, JR.**

FC-PUR-0144 Date: October 21, 2021

HRMO  
October 21, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV	MGBB-ADOF4-58-2004	15	33,575.00	Bachelor's Degree Relevant to the Job	4 hours of Relevant Training	1 year of Relevant Experience	Career Service Professional; 2nd Level Eligibility		Mines and Geosciences Bureau Regional Office No. VII
2	Administrative Assistant II	MGBB-ADAS2-29-2004	8	18,251.00	Completion of two (2) years studies in college	4 hours of Relevant Training	1 year of Relevant Experience	Career Service Sub-professional; 1st Level Eligibility		Mines and Geosciences Bureau Regional Office No. VII
3	Cartographer II	MGBB-CGR2-47-1998	8	18,251.00	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	CSC MC 10, s. 2013 Category II; Cartographer Eligibility		Mines and Geosciences Bureau Regional Office No. VII
4	Engineer III	MGBB-ENG3-74-1998	19	48,313.00	Bachelor's Degree in Engineering Relevant to the Job	8 hours of Relevant Training	2 years of Relevant Experience	RA 1080		Mines and Geosciences Bureau Regional Office No. VII
5	Cartographer II	MGBB-CGR2-53-1998	8	18,251.00	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	CSC MC 10, s. 2013 Category II; Cartographer Eligibility		Mines and Geosciences Bureau Regional Office No. VII

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 **November 04, 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](http://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 and Diploma;
5. Work Experience Sheet Attachment (CS Form No. 212 Attachment)
6. Copies of Certificates of Training program completed; and
7. 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:

**ARMANDO L. MALICSE**

OIC, Regional Director

Mines and Geosciences Bureau, Regional Office No. VII

Greenplains Subd., Banilad, Mandaue City, Cebu

[region7@mgb.gov.ph](mailto:region7@mgb.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**