

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant I	MGBB-ADAS1-21-2004	7	15,254.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) 1st Level Eligibility	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Basic: Demonstrates trustworthiness by protecting sensitive or confidential information, following required procedures, and honoring one's commitment to others or the organization; ◦ <u>Delivering Service Excellence</u> Basic: Shows sense of urgency in attending to customer needs and requests by considering commitment to turn-around time; ◦ <u>Solving Problems and Making Decisions</u> Basic: Effectively distinguishes which problems or issues will require the help or intervention of the immediate superior or appropriate authority; ◦ <u>Demonstrating Personal Effectiveness</u> Basic: Focuses on assigned tasks, using available tools to keep track of status at regular intervals to ensure its completion; ◦ <u>Championing and Applying Innovation</u> Basic: Demonstrates willingness in adapting to new approaches or technology applicable to work practices/systems and can articulate or defend the value of embracing these developments; ◦ <u>Writing Effectively</u> Basic: Knows and uses basic business writing rules such as sentence structure, rules in grammar and techniques in word use and spelling; and ◦ <u>Speaking Effectively</u> Basic: Actively participates in discussions and is appropriately assertive in expressing own ideas. 	Mines and Geosciences Bureau Regional Office No. X
2	Senior Geologist	MGBB-SRGEO-41-1998; MGBB-SRGEO-42-1998; MGBB-SRGEO-43-1998	18	38,085.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	8 hours of relevant training	2 years of relevant experience	RA 1080	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public; ◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations; ◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation; ◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization; ◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks; ◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and ◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience. 	Mines and Geosciences Bureau Regional Office No. X

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
3	Geologist II	MGBB-GEOL2-46-2014; MGBB-GEOL2-47-2014	15	29,010.00	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	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations. ◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary; ◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare; ◦ <u>Championing and Applying Innovation</u> Intermediate: 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> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; ◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation. 	Mines and Geosciences Bureau Regional Office No. X
4	Engineer IV	MGBB-ENG4-28-1998	22	58,717.00	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public; ◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations; ◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation; ◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization; ◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks; ◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and ◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience. 	Mines and Geosciences Bureau Regional Office No. X

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
5	Engineer III	MGBB-ENG3-17-2014	19	42,099.00	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public; ◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations; ◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation; ◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization; ◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks; ◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and ◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience. 	Mines and Geosciences Bureau Regional Office No. X
6	Engineer II	MGBB-ENG2-59-1998	16	31,765.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations. ◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary; ◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare; ◦ <u>Championing and Applying Innovation</u> Intermediate: 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> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; ◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation. 	Mines and Geosciences Bureau Regional Office No. X

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
7	Economist II	MGBB-ECO2-11-1998	15	29,010.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations. ◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary; ◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare; ◦ <u>Championing and Applying Innovation</u> Intermediate: 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> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; ◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation. 	Mines and Geosciences Bureau Regional Office No. X
8	Mining Claims Examiner II	MGBB-MINC2-23-1998	14	26,494.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations. ◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary; ◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare; ◦ <u>Championing and Applying Innovation</u> Intermediate: 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> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; ◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation. 	Mines and Geosciences Bureau Regional Office No. X

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
9	Supervising Science Research Specialist	MGBB-SVSRS-19-2014; MGBB-SVSRS-59-1998	22	58,717.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Advance: Maintains confidentiality and protect the privacy of employees, customers, and other members of the public; ◦ <u>Delivering Service Excellence</u> Advance: Proactively comes up with solutions to manage stakeholders' expectations; ◦ <u>Solving Problems and Making Decisions</u> Advance: Seeks information from other sources who are not directly involved or who are not routinely consulted for their perspective but may be useful to the study of the deviation; ◦ <u>Demonstrating Personal Effectiveness</u> Advance: Promotes and instills strong values and ethics within the organization; ◦ <u>Championing and Applying Innovation</u> Advance: Develops creative approaches or unique solutions to improve practices, systems, or services including the reduction and management of risks; ◦ <u>Writing Effectively</u> Advance: Knows and uses appropriate content, clarity, logic and presentation of written communications; and ◦ <u>Speaking Effectively</u> Advance: Understands common conventions of language and grammar appropriate to professional settings and audience. 	Mines and Geosciences Bureau Regional Office No. X

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mines and Geosciences Bureau in the CSC website:

ATTY. WILFREDO G. MONCANO

(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
10	Science Research Specialist II	MGBB-SRAS2-22-2014	16	31,765.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility	<ul style="list-style-type: none"> ◦ <u>Exemplifying Integrity</u> Intermediate: Demonstrates honesty even in difficult situations. ◦ <u>Delivering Service Excellence</u> Intermediate: Provides correct, adequate and prompt information to customers as may be necessary; ◦ <u>Solving Problems and Making Decisions</u> Intermediate: Breaks down problems or decision dilemma into small components and examines those using analytical techniques; ◦ <u>Demonstrating Personal Effectiveness</u> Intermediate: Communicates and explain the task and its implications to team or office welfare; ◦ <u>Championing and Applying Innovation</u> Intermediate: 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> Intermediate: Knows and uses appropriate vocabulary, formats, correct order in sentence formation to achieve cohesion in the composition of sentences; ◦ <u>Speaking Effectively</u> Intermediate: Adjusts communication style according to the needs of the audience and/or situation. 	Mines and Geosciences Bureau Regional Office No. X

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 **30 April 2018**.

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 present position for one (1) year (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:

REX S. MONSANTO, CESE
 Regional Director
 Mines and Geosciences Bureau Regional Office No. X,
 DENR Compound, Macabalan, Cagayan de Oro City
region10@mgb.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.