

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

RECEIVED

Time _____
Date **SEP 28 2020**
By **JOSE FEDERICO N. ARANA**
ADMINISTRATIVE OFFICER V
[Signature]
ROWENA L. CATALAN
HRMO

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:

Date: September 28, 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	Administrative Assistant III	MGBB-ADAS3-57-2004	9	18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant training	Career Service (Sub- Professional) 1st Level Eligibility		Mines and Geosciences Bureau Regional Office No. VI

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 October 9, 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:

ROWENA L. CATALAN

Administrative Officer V (HRMO)

Mines and Geosciences Bureau Region VI

2nd Level Queen City Garden Mall, J. De Leon St., Iloilo City
mgb6iloilo_afd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.