

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

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:

**ROWENA L. CATALAN**  
**HRMO**

Date: September 29, 2023

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 (Senior Bookkeeper)	MGBB-ADAS3-57-2004	9	21,211.00	Completion of two (2) years of 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. VI
3	Engineer III	MGBB-ENG3-13-2014	19	51,357.00	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. VI

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 **October 13, 2023**:

1. Fully accomplished updated and under-oath Personal Data Sheet (CS Form No. 212, Revised 2017) with recent passport-sized picture 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. Application Letter (specifying the position title and item number applied for);
6. Work Experience Sheet (Attachment to CS Form No. 212);
7. Copies of Certificates of Training program completed; and
8. 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:

**JOHNNY R. MATIAS**  
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OIC Regional Director  
\_\_\_\_\_  
Mines and Geosciences Bureau, Regional Office No. VI  
\_\_\_\_\_  
Queen City Garden Mall, J. de Leon St., Iloilo City  
\_\_\_\_\_  
[mgbro6iloilo@gmail.com](mailto:mgbro6iloilo@gmail.com)

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