



## **MINES AND GEOSCIENCES BUREAU, REGION XI**

2<sup>ND</sup> Flr. EMB-MGB Bldg., 3<sup>rd</sup> Ave., cor. V Guzman St.,  
Brgy. 27-C, Davao City  
Tel. Nos. (082) 221-6535, 2221968  
LIST OF VACANT POSITIONS  
(As of JANUARY 2017)

- 1. POSITION TITLE : Chief Finance and Administrative Officer**  
**SALARY GRADE : 24**  
**ITEM NO. : MGBB-CADOF-20-2004**  
**LOCATION/PLACE OF ASSIGNMENT : Finance and Administrative Division**  
**QUALIFICATION STANDARD :**  
**EDUCATION : Masteral Degree**  
**EXPERIENCE : Four (4) years in position/s involving management and supervision**  
**TRAINING : Fourty (40) hours training in management & supervision**  
**ELIGIBILITY : Career Service (Professional) Second Level Eligibility**
- 2. POSITION TITLE : Administrative Officer V**  
**SALARY GRADE : 18**  
**ITEM NO : MGBB-ADOF5-38-2004**  
**LOCATION/PLACE OF ASSIGNMENT : FINANCE AND ADMINISTRATIVE DIVISION**  
**QUALIFICATION STANDARD :**  
**EDUCATION : Bachelor's degree**  
**EXPERIENCE : Two (2) years of relevant experience**  
**TRAINING : Eight (8) hours of relevant training**  
**ELIGIBILITY : CSC Professional Eligibility**
- 3. POSITION TITLE : Administrative Assistant III**  
**SALARY GRADE : 9**  
**ITEM NO : MGBB-ADAS3-72-2004**  
**LOCATION/PLACE OF ASSIGNMENT : FINANCE AND ADMINISTRATIVE DIVISION**  
**QUALIFICATION STANDARD :**  
**EDUCATION : Completion of two years studies in College**  
**EXPERIENCE : One (1) year of relevant experience**  
**TRAINING : four (4) hours of relevant training**  
**ELIGIBILITY : CSC Subprofessional First Level Eligibility**
- 4. POSITION TITLE : Administrative Assistant II**  
**SALARY GRADE : 8**  
**ITEM NO : MGBB-ADAS2-25-2004**

- LOCATION/PLACE OF ASSIGNMENT** : **FINANCE AND ADMINISTRATIVE DIVISION**  
**QUALIFICATION STANDARD** :  
**EDUCATION** : **Completion of two years studies in College**  
**EXPERIENCE** : **One (1) year of relevant experience**  
**TRAINING** : **four (4) hours of relevant training**  
**ELIGIBILITY** : **CSC Subprofessional First Level Eligibility**
- 5. POSITION TITLE** : **SENIOR GEOLOGIST**  
**SALARY GRADE** : **18**  
**ITEM NO.** : **MGBB-SRGEO-16-1998**  
**LOCATION/PLACE OF ASSIGNMENT** : **GEOSCIENCES DIVISION**  
**QUALIFICATION STANDARD** :  
**EDUCATION** : **Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology**  
**EXPERIENCE** : **Two (2) years of relevant experience**  
**TRAINING** : **Eight (8) hours of relevant training**  
**ELIGIBILITY** : **RA 1080**
- 6. POSITION TITLE** : **ENGINEER II**  
**SALARY GRADE** : **16**  
**ITEM NO.** : **MGBB-ENG2-73-1998**  
**LOCATION/PLACE OF ASSIGNMENT** : **MINE MANAGEMENT DIVISION**  
**QUALIFICATION STANDARD** :  
**EDUCATION** : **Bachelor's degree in Engineering relevant to the job**  
**EXPERIENCE** : **One (1) year of relevant experience**  
**TRAINING** : **Four (4) hours of relevant training**  
**ELIGIBILITY** : **RA 1080**
- 7. POSITION TITLE** : **CARTOGRAPHER II**  
**SALARY GRADE** : **8**  
**ITEM NO.** : **MGBB-CGR2-24-1998**  
**LOCATION/PLACE OF ASSIGNMENT** : **MINE MANAGEMENT DIVISION**  
**QUALIFICATION STANDARD** :  
**EDUCATION** : **Completion of two years studies in college or High School Graduate with relevant vocational/trade course**  
**EXPERIENCE** : **One (1) year of relevant experience**  
**TRAINING** : **Four (4) hours of relevant training**  
**ELIGIBILITY** : **Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96-Cat. I) First Level Eligibility**
- 8. POSITION TITLE** : **Mining Claims Examiner II**  
**SALARY GRADE** : **14**

- ITEM NO** : **MGBB-MINC2-8-1998**  
**LOCATION/PLACE OF ASSIGNMENT** : **MINE MANAGEMENT DIVISION**  
**QUALIFICATION STANDARD:**  
**EDUCATION** : **Bachelor's degree relevant to the job**  
**EXPERIENCE** : **One (1) year of relevant experience**  
**TRAINING** : **Four (4) hours of relevant training**  
**ELIGIBILITY** : **CSC Professional Second Level Eligibility**
- 9. POSITION TITLE** : **Supervising Science Research Specialist**  
**SALARY GRADE** : **22**  
**ITEM NO** : **MGBB-SVSRS-20-2014**  
**LOCATION/PLACE OF ASSIGNMENT** : **MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION**  
**QUALIFICATION STANDARD:**  
**EDUCATION** : **Bachelor's degree in Engineering relevant to the job**  
**EXPERIENCE** : **Three (3) years of relevant experience**  
**TRAINING** : **Sixteen (16) hours of relevant training**  
**ELIGIBILITY** : **RA 1080**
- 10. POSITION TITLE** : **Senior Science Research Specialist**  
**SALARY GRADE** : **19**  
**ITEM NO** : **MGBB-SRSRS-132-1998**  
**LOCATION/PLACE OF ASSIGNMENT** : **MINE SAFETY, ENVIRONMENT AND SOCIAL DEVELOPMENT DIVISION**  
**QUALIFICATION STANDARD:**  
**EDUCATION** : **Bachelor's degree relevant to the job**  
**EXPERIENCE** : **Two (2) years of relevant experience**  
**TRAINING** : **Sixteen (16) hours of relevant training**  
**ELIGIBILITY** : **RA 1080**

**WILFREDO G. MONCANO**  
 Acting Director