

<b>Place of Assignment :</b>	Mines and Geosciences Bureau RXIII, Surigao City
<b>Position Title :</b>	Administrative Assistant II
<b>Plantilla Item No. :</b>	MGBB-ADAS2-27-2004
<b>Salary/Job/Pay Grade :</b>	8
<b>Monthly Salary :</b>	Php 19,744.00
<b>Eligibility :</b>	Career Service Subprofessional; 1st Level Eligibility
<b>Education :</b>	Completion of two (2) years of Studies in College
<b>Training :</b>	4 hours of relevant training
<b>Work Experience :</b>	1 year of relevant experience
<b>Competency :</b>	

**Instructions/Remarks :**

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 September 04, 2023:

**Documents:**

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;
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:

ENGR. LARRY M. HERADEZ

**Regional Director**

Mines and Geosciences Bureau Regional Office No. XIII  
[recruitment.mgb13@gmail.com](mailto:recruitment.mgb13@gmail.com)

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

**Posting Date :** August 23, 2023

**Closing Date :** September 04, 2023