

Republic of the Philippines
PGO BULACAN, BULACAN
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION
FIELD OFFICE - BULACAN
RECEIVED
ADMINISTRATIVE OFFICER II
Date: JUN 13 2025
Time: 1:37 PM

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO BULACAN, BULACAN in the CSC website:

Jose 6.13.25
JOSE FERNANDO G. MANAHAN
(OIC) HRMO
Date: 13-Jun-25

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	Provincial Government Department Head	1	26	121,146.00	Bachelor's degree relevant to the job and masteral graduate in a recognized/reputable school (preferably MPA)	At least 120 hours of training on management and supervision	5 years of responsible experience in management and supervision	Career Service Professional/2nd Level Eligibility		Provincial Civil Security and Jail Management Office

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 June 28, 2025.

1. Fully accomplished and notarized 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 Diploma and Transcript of Records.
5. Photocopy of Training Certificate/s (if applicable)
6. Work Experience Sheet (if applicable)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSE FERNANDO G. MANAHAN
Provincial Human Resource Management Officer-OIC
Provincial Capitol Building, City of Malolos, Bulacan
pgbhrplanning@gmail.com

The Provincial Government of Bulacan provides equal opportunities to all qualified applicants without regard to age, sex, gender, sexual orientation, gender identity, gender expression, civil status, disability, religion, race, ethnicity, social status, income class, political affiliation or other similar factors or personal circumstances and other characteristics protected by law. All interested and qualified applicants are encouraged to apply and submit the above-mentioned documents within the prescribed period.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.