

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

To: CIVIL SERVICE COMMISSION (CSC)

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

JOSE FERNANDO G. MANAHAN

(OIC) HMO

Date:

23-Oct-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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Local Legislative Staff Officer III	22	16	43,560.00	Bachelor's degree relevant to the job	8 hours of relevant training	1 year of relevant experience	CS Professional / 2nd Level Eligibility		Office of the Secretary to the Sangguniang Panlalawigan
2	Local Legislative Staff Employee II	25	4	16,833.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		Office of the Secretary to the Sangguniang Panlalawigan
3	Local Legislative Staff Officer V	28	22	78,162.00	Bachelor's degree relevant to the job and masteral graduate in a recognized/reputable school (preferably MPA)	72 hours of supervisory development course training	5 years of responsible experience in management and supervision	CS Professional / 2nd Level Eligibility		Office of the Secretary to the Sangguniang Panlalawigan
4	Local Legislative Staff Assistant II	30	8	21,448.00	Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility		Office of the Secretary to the Sangguniang Panlalawigan
5	Local Legislative Staff Assistant II	31	8	21,448.00	Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility		Office of the Secretary to the Sangguniang Panlalawigan

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than November 07, 2025.

1. Fully accomplished notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.
5. Hard copy or electronic copy of Training Certificate/s (if applicable)
6. Hard copy or electronic copy of Work Experience Sheet (if applicable)

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be.

JOSE FERNANDO G. MANAHAN

Provincial Human Resource Management Officer-OIC

Provincial Capitol Building, City of Malolos, Bulacan

(044) 791-8145 / pgbhrplanning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

