

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

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 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/PRM)

Date:

06-Feb-26

No. (Parenteral Title, if applicable)	Position Title	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Aide V (Painter II)	33	5	17,866.00	Elementary School Graduate	None Required	None Required	Painter (MC 10, s 2013 - Cat. II)	Provincial General Services Office

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 February 21, 2026.

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 Certificates (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/mail their application to the head of office/ human resource management office/ records office, as the case may be:

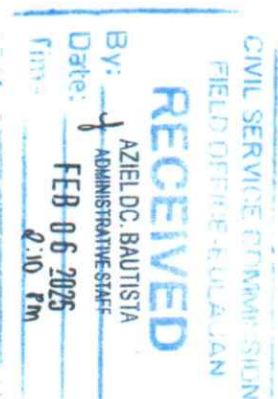
JOSE FERNANDO G. MANAHAN

Provincial Human Resource Management Office-OIC

Provincial Capitol Building, City of Malolos, Bulacan

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



JOB DESCRIPTION

Position Title:	Administrative Aide V (Painter II)		
Item No:	33		
Salary Grade:	5-1		
Office:	Provincial General Services Office		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
Elementary School Graduate	None Required	None Required	Painter (MC 10, s. 2013- Cat. II)
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Responsible for the upkeep, repair, and efficient operation of provincial government buildings, facilities, and equipment.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
To prepare surfaces and apply paint, varnish, or other finishes to interior and exterior areas, ensuring protective and aesthetic quality in accordance with safety standards and work specifications.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Prepare surfaces for painting by cleaning, sanding, patching holes, and applying primer.			
2) Apply paint, varnish, stain, or other finishes to interior and exterior surfaces of government buildings and facilities.			
3) Maintain and care for painting tools, equipment, and materials to ensure quality and safety.			
4) Mix and match paints and finishes to achieve the desired color or texture.			
5) Erect scaffolding or use ladders for painting at heights, following proper safety protocols.			
6) Performs other related tasks as may be assigned by the Department Head.			