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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 filed at the PGO BULACAN, BULACAN:


JOSE FERNANDO G. MANAHAN

(CHIEF HRMO)

Date: 04-Feb-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	Provincial Government Assistant Department Head	49	24	98,185.00	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	RA 1080 (Social Worker)		Provincial Social Welfare and Development 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 19, 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-OC
Provincial Capitol Building, City of Malolos, Bulacan
(044) 791-6145 / jgbrplanning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



JOB DESCRIPTION

Position Title:	Provincial Government Assistant Department Head		
Item No:	49		
Salary Grade:	24-1		
Office:	Provincial Social Welfare and Development Office		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
Bachelor's degree relevant to the job and masteral graduate in a recognized/reputable school (preferably MPA)	5 years of responsible experience in management and supervision	At least 120 hours of training in management & supervision	RA 1080 (Social Worker)
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
To plan, implement, and coordinate social welfare programs and services aimed at improving the well-being of disadvantaged, vulnerable, and marginalized individuals, families, and communities in the province. This includes crisis intervention, protective services, social case management, and support for persons with disabilities, senior citizens, women, and children in need of special protection.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
The role supports the Department Head in overseeing daily operations, ensuring alignment with national and local social welfare goals, and coordinating with partner agencies and stakeholders to effectively deliver services to vulnerable and marginalized sectors.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Assists in the planning, formulation, and implementation of social welfare programs and services in accordance with the Local Government Code and national guidelines.			
2) Supervises and monitors the delivery of social services and the performance of division personnel to ensure efficiency and effectiveness.			
3) Coordinates with national government agencies, NGOs, and other stakeholders for program collaboration and resource mobilization.			
4) Prepares and reviews reports, project proposals, and evaluation tools to support evidence-based planning and decision making.			
5) Represents the Department Head in meetings, consultations, and official functions when necessary.			
6) Performs other related tasks as may be assigned by the Department Head.			