

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) *[Signature]*  
08-Mar-28  
Date:

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI (Fiscal Clerk II)	12	6	18,967.00	Completion of 2 years of studies in college (prior 2016), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Provincial Accounting Office	
2	Administrative Aide VI (Fiscal Clerk II)	13	6	18,967.00	Completion of 2 years of studies in college (prior 2016), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Provincial Accounting Office	
3	Administrative Assistant III (Senior Bookkeeper)	17	9	23,226.00	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	Provincial Accounting Office	
4	Administrative Assistant III (Senior Bookkeeper)	18	9	23,226.00	OR Completion of 2 years of studies in college (prior 2016), 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	Provincial Accounting 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 March 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/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) 781-8146 / pghrmanng@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



## JOB DESCRIPTION

<b>Position Title:</b>	Administrative Aide VI (Fiscal Clerk II)		
<b>Item No:</b>	12, 13		
<b>Salary Grade:</b>	6-1		
<b>Office:</b>	Provincial Accounting Office		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
Completion of 2 years of studies in college (prior 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-professional) / First Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Establishes, implements, and maintains a streamlined and effective accounting audit system.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Handles financial records and transactions, prepares reports, ensures compliance, and supports financial activities.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Keep accurate and up-to date financial records, including receipts, invoices, and other financial documents			
2) Generate financial reports, such as balance sheets and income statements, to provide insights into the organization's financial status.			
3) Reconcile bank statements and financial accounts to ensure accuracy and identify discrepancies.			
4) Handle financial transactions, including payments, receipts, and transfers, ensuring they are recorded correctly.			
5) Ensure compliance with financial policies and regulations, and assist with audits by providing necessary documentation.			
6) Performs other related tasks as may be assigned by the Department Head.			

## JOB DESCRIPTION

<b>Position Title:</b>	Administrative Assistant III (Senior Bookkeeper)		
<b>Item No:</b>	17,18		
<b>Salary Grade:</b>	9-1		
<b>Office:</b>	Provincial Accounting Office		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
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
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Develops, installs, implements, and maintains an efficient and effective system of accounting and internal audit. They certify the availability of budgetary allotments to which expenditures and obligations may be charged. Additionally, they ensure that officials have access to information regarding the financial condition and operation.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for overseeing financial record-keeping and ensuring accuracy in accounting transactions. Responsible for maintaining ledgers, reconciling accounts, preparing financial reports, verifying financial data, and ensuring compliance with accounting regulations and government policies.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Overseeing the recording of all financial transactions and ensuring accuracy.			
2) Preparing monthly, quarterly, and annual financial statements.			
3) Guiding and supervising junior bookkeepers to ensure compliance with accounting standards and company policies.			
4) Reconciling bank statements and other financial accounts to ensure accuracy.			
5) Assisting in the preparation and monitoring of budgets.			
6) Ensuring all financial practices comply with legal requirements and company policies.			
7) Performs other related tasks as may be assigned by the Department Head.			