

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:

[Signature]
 JOSE FERNANDO G. MANAHAN
 (OIC) HRMCO/4

Date: 06-Mar-26

CIVIL SERVICE COMMISSION
 FIELD OFFICE-BULACAN
RECEIVED
 By: AZIEL DC. BRUNIS
 Date: MAR 06 2025
 Time: 6:10 Pm
Administrative copies should be submitted to the CSC FO in MS Excel format

No.	Position Title (Parenthetical Title, if applicable)	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 Officer I (Records Officer I)	791	10	25,586.00	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	PHO-Gregorio del Pilar District Hospital

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 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 / pjbhrplanning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

JOB DESCRIPTION

Position Title:	Administrative Officer I (Records Officer I)		
Item No:	791		
Salary Grade:	10-1		
Monthly Salary	₱25,586.00		
Office:	PHO-Gregorio del Pilar District Hospital		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Responsible in managing patient's health records.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Ensures medical records are organized, accurate and complete.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Plans, organizes and controls the activities of the unit, exercising direct administrative supervision and control over all subordinates in the section; shall plan and make work assignments and schedules			
2) Shall direct and review work of the staff			
3) Establishes policies and procedures for the content, control storage and retrieval of records in accordance with the adopted system			
4) Shall organize workflow throughout the service			
5) Ensures the maintenance of the patient s right to privacy and confidentiality			
6) Attends court proceedings and represent the hospital in court cases involving subpoena of medical/ clinical records			
7) Cooperates with all other departments of the hospital in all matters pertaining to medical records			
8) Perform other duties that may be assigned from time to time.			