

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) *Jose*

Date:

19-Mar-26

No.	Position Title (Parenthetical Title, if applicable)	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		
1	Medical Officer IV	412	23	87,315.00	Doctor of Medicine	6 months in-service training in a specific field	1 year of responsible experience in the practice of medicine	RA 1080	PHO-Public Health

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 April 3, 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 Office-OIC

Provincial Capitol Building, City of Malolos, Bulacan

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION
FILED
RECEIVED
B.Y. AZIELDC. BAUTISTA
Date: MAR 19 2026
ADMINISTRATIVE STAFF
10:10 Am

JOB DESCRIPTION

Position Title:	Medical Officer IV		
Item No:	412		
Salary Grade:	23-1		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Doctor of Medicine	6 months in-service training in a specific field	1 year of responsible experience in the practice of medicine	RA 1080
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Act as Provincial Epidemiologist, ensuring timely investigation of disease outbreaks, institution of prompt control measures, including Outbreak Response Initiative, in order to prevent deaths or spread of the disease to the community.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Act as Medical Coordinator for health programs requiring such function.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Facilitate health plan formulation on assigned Health Programs, whether of national and provincial health initiatives.			
2) Review, analyze and consolidate Health Programs accomplishment reports at the provincial level as to inputs, outputs and impacts and other issues.			
3) Coordinate implementation of activities on assigned Health Programs at municipal level consistent with existing laws, regulations, policies, guidelines, manual of operations.			
4) Provide consultation, advisory and technical services to local health authorities and hospital administrator for effective and efficient implementation of assigned Health Programs.			
5) Conduct / facilitate / participate in periodic program reviews of the assigned Health Programs.			
6) Facilitate meetings of doctors, nurses, midwives and other health personnel in matters regarding assigned Health Programs to improve KAS of health personnel.			
7) Facilitate evaluation of assigned Health Programs implemented at hospital and RHU levels to measure efficiency, effectiveness and impact to improvement of health in the province.			
8) Maintain and strengthen reporting system on assigned Health Programs through data banking.			
9) Establish, maintain, strengthen linkages and coordinate with network of LGUs, NGOs and other sectors regarding the promotion of health and nutrition.			
10) Performs other related tasks as may be assigned by the Department Head.			