

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) *Manahan*  
Date: 06-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	Special Investigator I	78	11	30,024.00	Bachelor's degree relevant to the job 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 (Professional) / Second Level Eligibility	Provincial Civil Security & Jail Management
2	Prison Guard III	87	10	25,586.00	Completion of 2 years of studies in college (prior 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Provincial Civil Security & Jail Management
3	Prison Guard III	90	10	25,586.00	OR Completion of Grade 12/Senior High School (starting 2016)*	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Provincial Civil Security & Jail Management

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/training/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/mail their application to the head of office/ human resource management officer/ 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 / pghrmanahan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION  
FIELD OFFICE-BULACAN  
**RECEIVED**  
BY: AZIEL DC. BAUTISTA  
ADMINISTRATIVE STAFF  
Date: MAR 06 2026  
Time: 11:50 AM

## JOB DESCRIPTION

<b>Position Title:</b>	Special Investigator I		
<b>Item No:</b>	78		
<b>Salary Grade:</b>	11-1		
<b>Office:</b>	Provincial Civil Security & Jail Management		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Creates and enforces efficient jail services ensuring safety and protection, manages resource deployment, provides custodial and rehabilitative services, and collaborates with various agencies for effective delivery.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Investigate jail incidents, gather and analyze evidence, prepare detailed reports, ensure policy compliance, collaborate with law enforcement, and identify security risks for corrective action.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Perform detailed investigations into incidents within the jail, such as contraband smuggling, assaults, or other security breaches.			
2) Collect and analyze evidence, including interviews with inmates and staff, surveillance footage, and physical evidence.			
3) Prepare comprehensive investigation reports and present findings to jail management or other relevant authorities.			
4) Ensure jail policies and procedures are being followed and identify areas for improvement.			
5) Work with law enforcement agencies and other external partners to coordinate investigations and share information.			
6) Performs other related tasks as may be assigned by the Department Head.			

## JOB DESCRIPTION

<b>Position Title:</b>	Prison Guard III		
<b>Item No:</b>	87, 90		
<b>Salary Grade:</b>	10-1		
<b>Office:</b>	Provincial Civil Security & Jail Management		
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)*	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional) / First Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
24/7 monitoring and supervision of inmates in the Bulacan Provincial Jail			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Oversee prison guards during shifts, escort PDL to court hearings in and out of Bulacan, and monitor them during the 12-hour shift.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Assigned prison guards in their respective post.			
2) Monitor and supervise the prison guards in the performance of their duties.			
3) Escort prisoners to hearings and for court-directed trips outside the jail premises.			
4) Conduct cell searching and inspection.			
5) Search prisoners' belongings and frisk PDLs.			
6) Performs other related tasks as may be assigned by the Department Head.			