

Republic of the Philippines
EGO 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 **EGO BULACAN, BULACAN**:

JOSE FERNANDO G. MANAHAN

Date: 06-Mar-26

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	Eligibility		
1	Security Guard III	6	8	21,448.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat. IV)		Provincial Civil Security & Jail Management
2	Security Guard III	9	8	21,448.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat. IV)		Provincial Civil Security & Jail Management
3	Security Guard III	11	8	21,448.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat. IV)		Provincial Civil Security & Jail Management
4	Security Guard III	13	8	21,448.00	High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat. IV)		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.

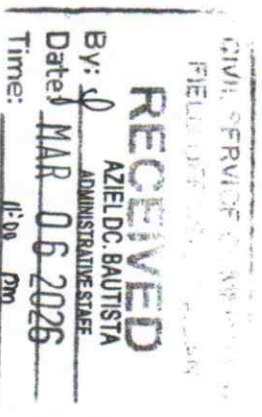
1. Fully accomplished notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/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/mail their application to the head of office/ human resource management official/ 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 / pgbhrmanhng@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



JOB DESCRIPTION

Position Title:	Security Guard III		
Item No:	6, 9, 11, 13		
Salary Grade:	8-1		
Office:	Provincial Civil Security & Jail Management		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
High School Graduate (prior to 2016), OR Completion of Grade 10/Junior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Security Guard License (MC 10, s. 2013 - Cat. IV)
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Ensure the effective system of implementing security and safety to the officials of the Provincial Government of Bulacan as well as to the employees, VIPs, visitors, clientele and protection of its properties.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Lead his subordinates in the implementation of security and safety of all LGU officials, PGB Employees, clients and VIPs entering the Provincial capitol compound and its premises.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Conduct security/escort to visiting VIPs/dignitaries			
2) Secure government property and other installations owned by Provincial Government of Bulacan.			
3) Implement security on local government officials, employees and clientele.			
4) Conduct post/roving inspection			
5) Submit written reports to higher authorities			
6) Implement Provincial Resolutions on Security Programs such as No Smoking Policy, Ban on Plastic and Styrofoam, and Anti-Littering and Regulation of Ambulant Vendors.			
7) Conduct security check of individual credential.			
8) Implement traffic rules and regulations, issuance of traffic citation tickets to traffic violators within the Capitol compound.			
9) Provide security/escort during the conduct of special events			
10) Performs other related tasks as may be assigned by the Department Head.			