

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:

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	Administrative Aide IV (Driver II)	4	4	16,833.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	Provincial Planning and Development 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 official 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) 781-8145 / pghrplanning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION
FIELD OFFICE-BULACAN

RECEIVED

Electronic copy to be submitted to the CSC FO

By: AZIEL DC. BARRERA
ADMINISTRATIVE STAFF

Date: **MAR 06 2025**
Time: **11:21 AM**

Date: _____
JOSE FERNANDO G. MANAHAN
(OIC/PRMO)

06-Mar-26

JOB DESCRIPTION

Position Title:	Administrative Aide IV (Driver II)		
Item No:	4		
Salary Grade:	4-1		
Office:	Provincial Planning and Development Office		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Provides general administrative support.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Transports personnel safely and maintains the service vehicle			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Transported personnel			
2) Prepared/submitted trip tickets, voucher of requisition of gasoline, oil, spare parts/others, and vehicle registration			
3) Ensured preventive maintenance and maintained cleanliness of vehicle			
4) Stencils and emission test for LTO renewal submitted			
5) Performs other related tasks as may be assigned by the Department Head.			