

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) HRMGR

27-Feb-26

Date:

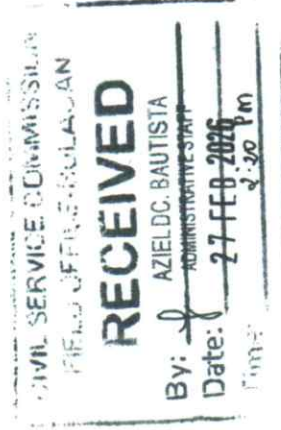
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Project Development Officer IV	14	22	78,162.00	Bachelor's degree relevant to the job and Masteral Graduate in a recognized/reputable school (preferably MPA)	72 hours of supervisory development course training	5 years of responsible experience in management and supervision	CS Professional / 2nd Level Eligibility	Provincial Cooperative and Enterprise 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 14, 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 / pgbhrplanning@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## JOB DESCRIPTION

<b>Position Title:</b>	Project Development Officer IV		
<b>Item No:</b>	14		
<b>Salary Grade:</b>	22-1		
<b>Office:</b>	Provincial Cooperative and Enterprise Development Office		
QUALIFICATION STANDARDS			
Education	Experience	Training	Eligibility
Bachelor's degree relevant to the job and Masteral Graduate in a recognized/reputable school (preferably MPA)	5 years of responsible experience in management and supervision	72 hours of supervisory development course training	CS Professional / 2nd Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
<p>The Enterprise Development Division is primarily responsible for promoting and supporting the growth of micro, small, and medium enterprises (MSMEs) within the province. Its general function includes formulating and implementing enterprise development programs, providing technical and business advisory services, facilitating access to training, markets, and financing, and encouraging entrepreneurship as a tool for local economic development and poverty reduction. The division also works closely with stakeholders to build a vibrant and sustainable enterprise ecosystem in the province.</p>			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>To lead the planning, development, implementation, and evaluation of enterprise development programs and projects aimed at supporting micro, small, and medium enterprises (MSMEs) in the province. The role involves formulating strategies that promote entrepreneurship, enhancing local business opportunities, providing technical and managerial assistance to existing and potential entrepreneurs, and ensuring that enterprise development initiatives align with provincial economic development goals and national priorities.</p>			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
<p>1) Leads the planning, implementation, and monitoring of enterprise development programs and projects aligned with the province's economic development goals.</p> <p>2) Provides technical assistance and capacity-building support to MSMEs, including training, mentoring, and access to markets and financing.</p> <p>3) Develops and maintains partnerships with national agencies, LGUs, NGOs, and the private sector to support entrepreneurship and business development.</p> <p>4) Conducts research and prepares project proposals, feasibility studies, and business development strategies for potential enterprise ventures.</p> <p>5) Supervises and evaluates the performance of junior staff and ensures the smooth implementation of enterprise-related initiatives.</p> <p>6) Performs other related tasks as may be assigned by the Department Head.</p>			