

Republic of the Philippines
PGO BULACAN, BULACAN
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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/ARMO)
Date: 11-Mar-26

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Assistant II (Bookkeeper I)	23	8	21,448.00	Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)* Completion of 2 years of studies in college (prior 2018).	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Provincial Accounting Office
2	Administrative Assistant II (Bookkeeper I)	25	8	21,448.00	OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Provincial Accounting 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 26, 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 Officer-OIC
Provincial Capitol Building, City of Malolos, Bulacan
(044) 791-8145 / pghrplanning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



JOB DESCRIPTION

Position Title:	Administrative Assistant II (Bookkeeper i)		
Item No:	23, 25		
Salary Grade:	8-1		
Office:	Provincial Accounting Office		
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)*	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Develops, installs, implements, and maintains an efficient and effective system of accounting and internal audit. They certify the availability of budgetary allotments to which expenditures and obligations may be charged. Additionally, they ensure that officials have access to information regarding the financial condition and operation.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for overseeing financial record-keeping and ensuring accuracy in accounting transactions. Responsible for maintaining ledgers, reconciling accounts, preparing financial reports, verifying financial data, and ensuring compliance with accounting regulations and government policies.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Documenting all financial transactions, such as income, expenses, and purchases, in the company's accounting software or ledger.			
2) Keeping the general ledger updated, which serves as the foundation for financial statements and reporting.			
3) Ensuring that bank statements and other financial accounts match the recorded transactions to identify and correct discrepancies.			
4) Tracking and managing invoices, payments received, and payments due.			
5) Calculating and distributing employee salaries, bonuses, and deductions.			
6) Generating financial reports, such as income statements and balance sheets, to assist in decision-making.			
7) Performs other related tasks as may be assigned by the Department Head.			