

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) HRMO

Date: 24-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	Eligibility		
1	Administrative Officer IV	2	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Provincial Disaster Risk Reduction and Management Office
2	Local Disaster Risk Reduction and Management Officer IV	8	22	78,162.00	Bachelor's degree	16 hours of relevant training in DRRM	3 years of relevant experience on DRRM	Career Service (Professional) / Second Level Eligibility		Provincial Disaster Risk Reduction and Management Office
3	Local Disaster Risk Reduction and Management Officer II	5	15	40,208.00	Bachelor's degree	4 hours of relevant training in DRRM	1 year of relevant experience on DRRM	Career Service (Professional) / Second Level Eligibility		Provincial Disaster Risk Reduction and Management Office
4	Local Disaster Risk Reduction and Management Officer II	13	15	40,208.00	Bachelor's degree	4 hours of relevant training in DRRM	1 year of relevant experience on DRRM	Career Service (Professional) / Second Level Eligibility		Provincial Disaster Risk Reduction and Management 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 April 8, 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>	Administrative Officer IV		
<b>Item No:</b>	2		
<b>Salary Grade:</b>	15-1		
<b>Office:</b>	Provincial Disaster Risk Reduction and Management Office		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility
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)			
Attends to the administrative concerns of the department.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Attends and facilitates instructions and administrative concerns of the Department Head.			
2) Monitors transit of personnel records, dissemination of memoranda, circulars and other information.			
3) Prepares and submits disbursement vouchers, the annual procurement plan, the work and financial plan, memoranda, special orders, and letters or technical correspondences.			
4) Acts as custodian for office supplies and materials.			
5) Provides technical requirements and administrative support.			
6) Prepares and submits minutes of the meeting.			
7) Performs other related tasks as may be assigned by the Department Head.			

## JOB DESCRIPTION

<b>Position Title:</b>	Local Disaster Risk Reduction and Management Officer IV		
<b>Item No:</b>	8		
<b>Salary Grade:</b>	22-1		
<b>Office:</b>	Provincial Disaster Risk Reduction and Management Office		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	16 hours of relevant training in DRRM	3 years of relevant experience on DRRM	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
<p>The Research, Planning, and Evaluation Division is primarily responsible for formulating, updating, and evaluating disaster risk reduction and management (DRRM) plans, policies, and programs. It conducts research, risk assessments, and data analysis to support evidence-based decision-making, ensures alignment with national DRRM frameworks, and monitors the effectiveness of DRRM initiatives across the province.</p>			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>The general function of a Local Disaster Risk Reduction and Management Officer IV is to lead the development, implementation, and evaluation of disaster risk reduction and management plans, programs, and policies. This role involves conducting risk and vulnerability assessments, formulating research-based strategies, and ensuring that DRRM initiatives are aligned with local and national frameworks. The officer also supervises research and planning activities to enhance preparedness, mitigation, and resilience efforts across the province.</p>			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Leads the formulation, updating, and evaluation of Local Disaster Risk Reduction and Management (LDRRM) plans, Contingency Plans, and other related frameworks			
2) Oversees and conducts risk assessments, hazard mapping, vulnerability and capacity analysis			
3) Supervises research and data gathering for evidence-based DRRM planning and decision-making			
4) Coordinates the monitoring and evaluation of DRRM programs, projects, and activities			
5) Facilitates capacity building and technical assistance to LGUs and stakeholders on DRRM planning and research tools			
6) Prepares and consolidates progress and evaluation reports for submission to management and oversight bodies			
7) Performs other related tasks as may be assigned by the Department Head.			

## JOB DESCRIPTION

<b>Position Title:</b>	Local Disaster Risk Reduction and Management Officer II		
<b>Item No:</b>	5, 13		
<b>Salary Grade:</b>	25-1		
<b>Office:</b>	Provincial Disaster Risk Reduction and Management Office		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	4 hours of relevant training in DRRM	1 year of relevant experience on DRRM	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
<p>The Operations and Warning Division is primarily responsible for the continuous monitoring, coordination, and dissemination of early warning information related to natural and human-induced hazards. It ensures the timely issuance of advisories, alerts, and warnings to concerned communities and agencies. The division also coordinates emergency response operations, manages communication systems, and maintains readiness of disaster response resources to ensure efficient disaster preparedness and response across the province.</p>			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>The general function of a Local Disaster Risk Reduction and Management Officer II is to assist in the execution and coordination of emergency response and disaster preparedness activities. This includes supporting the implementation of early warning systems, maintaining situational monitoring, facilitating emergency communication, and ensuring the operational readiness of response teams.</p>			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Assists in the implementation and monitoring of early warning systems and emergency response protocols across the province.			
2) Coordinates with local DRRM councils, emergency response teams, and other stakeholders for efficient mobilization during disaster situations.			
3) Monitors weather advisories, hazard alerts, and real-time data to assess and report potential risks.			
4) Maintains and updates the database of incident reports, response assets, and emergency contact directories.			
5) Assists in organizing and conducting simulation drills, training, and capacity-building activities for responders and communities.			
6) Prepares technical reports, situational updates, and documentation of emergency operations.			
7) Operates and manages communications equipment and other relevant DRRM technologies during operations.			
8) Performs other related tasks as may be assigned by the Department Head.			