

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/PSMO)

Date: 28-Apr-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	Supervising Health Program Officer	990	22	78,162.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health
2	Health Education & Promotion Officer III	991	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health
3	Health Education & Promotion Officer II	992	14	37,024.00	Bachelors degree relevant to the job	8 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health
4	Senior Health Program Officer	994	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health

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 May 13, 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

Position Title:	Supervising Health Program Officer		
Item No:	990, 1016		
Salary Grade:	22-1		
Monthly Salary:	₱78,162.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Manage the coordination of health service delivery operations of PCPNs, hospitals and other health facilities, and oversee the overall integration of the health systems and implementation of public health programs, including referral system, health promotion, epidemiology and surveillance, and disaster risk reduction and management for health.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Overall supervision of the Division as to programs and health related activities			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Assistant Division Chief to the Provincial Health Officer I			
2) Overall supervision of the Division as to programs and health related activities			
3) Ensures the technical quality of field program and compliance with regulations.			
4) Provides technical assistance to HPO and other field programs, in accordance with her/his individual expertise.			
5) Facilitates communications between field and Health Office			
6) Performs other related tasks as may be assigned by the Department Head.			

JOB DESCRIPTION

Position Title:	Health Education & Promotion Officer III		
Item No:	991		
Salary Grade:	18-1		
Monthly Salary:	₱51,304.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
This Unit shall be responsible for the implementation of health promotion-related programs, projects and activities, and shall facilitate coordination among partners, such as but not limited to local government and hospital Health Promotion and Education Officers (HEPOs) and Barangay Health Workers as barangay level health promotion officers.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Implementation of health promotion-related programs, projects and activities			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Leads the implementation of health promotion-related projects, programs, and activities at the provincial level			
2) Coordinates with partners such as, but not limited to LGU and Hospital HEPOs and Barangay Health Workers (BHWs) as barangay-level HEPOs			
3) Coordinates and provides technical and administrative support to assigned field program and HO staff			
4) Oversees and provides program development support to assigned field program			
5) Performs other related tasks as may be assigned by the Department Head.			

JOB DESCRIPTION

Position Title:	Health Education & Promotion Officer III		
Item No:	992		
Salary Grade:	14-1		
Monthly Salary:	₱37,024.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	8 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			
This Unit shall be responsible for the implementation of health promotion-related programs, projects and activities, and shall facilitate coordination among partners, such as but not limited to local government and hospital Health Promotion and Education Officers (HEPOs) and Barangay Health Workers as barangay level health promotion officers.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Implementation of health promotion-related programs, projects and activities			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Manages health education and promotion activities			
2) Develop health promotion and communication materials in health promotion activities and events.			
3) Conduct community lecture			
4) Facilitate airing of RK FM Radyo Kapitolyo			
5) Produce Information and Education Materials in Social Media Account			
6) Guide and assists BHWs in their function as health volunteers			
7) Performs other related tasks as may be assigned by the Department Head.			

JOB DESCRIPTION

Position Title:	Senior Health Program Officer		
Item No:	994, 1000, 1003, 1004		
Salary Grade:	18-1		
Monthly Salary:	₱51,304.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
<p>This Unit is responsible for the timely, effective and efficient preparedness and response to public health emergencies and disasters. It shall also establish and maintain an emergency operation center with an early warning system, communication mechanism and technology, and equipment; and organize and mobilize health emergency response teams that are equipped with adequate and appropriate tools and supplies.</p>			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>Overall supervision of the Division as to programs and health related activities</p>			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
<p>1) Cluster Focal Staff acts as the DOH Coordinating unit and Operation Center for all health emergencies and disasters, as well as incidents with the potential of becoming an emergency, and coordinate the mobilization and sharing of resources.</p> <p>2) Provides the communication linkage among DOH Central Office and other concerned agencies, including the hospitals and the regions, during emergencies and disasters.</p>			
<p>3) Maintains updated information of all health emergencies and disasters (except epidemiological investigation reports) and provide such information to other offices and agencies in accordance with existing protocols.</p>			
<p>4) Maintains a database of all health emergency personnel, technical experts, and resource speakers. Together with the National Center for Health Facilities Development (NCHFD), HEMB maintains a database of capabilities of health facilities.</p>			
<p>5) Leads in the development of Disaster Risk Reduction & Management in Health (DRRMH) Plan and the development of protocols, guidelines and standards for health emergency management.</p>			
<p>6) Performs other related tasks as may be assigned by the Department Head.</p>			