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must be in MS Excel format

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) *[Signature]*
Date: 29-Apr-26

No.	Position Title, if applicable	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Qualification Standards				Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
						Training	Experience	Eligibility			
1	Health Program Officer II	1028	15	40,208.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility			PHO-Public Health
2	Administrative Assistant III (Computer Operator II)	1029	9	23,226.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professionally) First 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 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 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 official 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) 791-6145 / pghrmaning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION
FIELD OFFICE - BULACAN
RECEIVED
BY: AZIEL DC. BAUTISTA
ADMINISTRATIVE STAFF
Date: APR 29 2026
Time: 11:20 AM

JOB DESCRIPTION

Position Title:	Administrative Assistant III (Computer Operator II)		
Item No:	1023, 1029		
Salary Grade:	9-1		
Monthly Salary:	₱23,226.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	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			
This Unit shall be responsible for the formulation of the provincial health goals, objectives and overall plans, including the local investment plan for health (LIPH), and other investment and budget plans for health. It shall also manage the health planning process of the Provincial Health Office.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible in managing and maintaining computer systems, networks, and software.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Operates computer for inputting information, Process and organizes computer files and data.			
2) Assists in the establishment of data processing standards procedure and techniques of computer file management			
3) Controls the operation and scheduling of computer utilization.			
4) Provides administrative support to the Planning, Quality & Performance Monitoring Unit			
5) Performs other related tasks as may be assigned by the Department Head.			

JOB DESCRIPTION

Position Title:	Health Program Officer II		
Item No:	1020, 1028		
Salary Grade:	15-1		
Monthly Salary:	₱40,208.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree	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			
This Unit shall be responsible for the formulation of the provincial health goals, objectives and overall plans, including the local investment plan for health (LIPH), and other investment and budget plans for health. It shall also manage the health planning process of the Provincial Health Office.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Develop project proposals for funding and implementation			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Develops, updates and facilitates repealing of localized plans, policies, processes and procedures on health programs translating/adapting national issuances, using latest and strong scientific evidence, and consulting stakeholders			
2) Measures input, process, output, outcome and impact of infectious disease plans, activities, and programs through scientific inquiry and statistical analysis			
3) Communicates information to stakeholders to support policy and planning development and updating			
4) Assess, implement, monitor, and/or evaluate nutrition programs; and facilitate nutrition promotion/advocacy activities			
5) Performs other related tasks as may be assigned by the Department Head.			