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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: 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	Information Systems Analyst III	1024	19	56,390.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	PHO-Public Health	
2	Information Systems Analyst II	1025	16	43,560.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	PHO-Public Health	
3	Information Systems Analyst I	1026	12	32,245.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	PHO-Public Health	
4	Information Systems Analyst I	1027	12	32,245.00	Bachelor's degree relevant to the job	None Required	None Required	(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 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 / pgohrplanning@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 28 2026
Time: 4:10 pm

JOB DESCRIPTION

Position Title:	Information Systems Analyst III		
Item No:	1024		
Salary Grade:	19-1		
Monthly Salary:	₱56,390.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job	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 information and communication technology development, management and interoperability.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Manages health information systems.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Develops/updates and maintains localized system implementation guidelines and toolkits on health information systems, telemedicine, and other eHealth-related solutions and innovations in accordance with national policies and approved LHS HIM & ICT Development Plan			
2) Leads the conduct of tooling and retooling training.			
3) Provides technical assistance to all implementers within their area of jurisdiction.			
4) Performs other related tasks as may be assigned by the Department Head.			

JOB DESCRIPTION

Position Title:	Information Systems Analyst II		
Item No:	1025		
Salary Grade:	16-1		
Monthly Salary:	₱43,560.00		
Office:	PHO-Public Health		
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			
This Unit shall be responsible for the information and communication technology development, management and interoperability.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Manages health information systems.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Develops/updates and maintains localized system implementation guidelines and toolkits on health information systems, telemedicine, and other eHealth-related solutions and innovations in accordance with national policies and approved LHS HIM & ICT Development Plan			
2) Leads the conduct of tooling and retooling training.			
3) Provides technical assistance to all implementers within their area of jurisdiction.			
4) Performs other related tasks as may be assigned by the Department Head.			

JOB DESCRIPTION

Position Title:	Information Systems Analyst I		
Item No:	1026, 1027		
Salary Grade:	12-1		
Monthly Salary:	₱32,245.00		
Office:	PHO-Public Health		
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			
This Unit shall be responsible for the information and communication technology development, management and interoperability.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Manages health information systems.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Develops/updates and maintains localized system implementation guidelines and toolkits on health information systems, telemedicine, and other eHealth-related solutions and innovations in accordance with national policies and approved LHS HIM & ICT Development Plan			
2) Leads the conduct of tooling and retooling training.			
3) Provides technical assistance to all implementers within their area of jurisdiction.			
4) Performs other related tasks as may be assigned by the Department Head.			