

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/ARMO) *Jose*
Date: 28-Apr-26

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency / Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Senior Health Program Officer	1000	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
2	Senior Health Program Officer	1003	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	Senior Health Program Officer	1004	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
4	Medical Technologist III	1015	18	51,304.00	Bachelors degree in Medical Technology or Bachelor of Science in Public Health with 18 units in any related masteral course	24 hours of relevant training	2 years of relevant experience	RA 1080	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 Malinao, Bulacan
(044) 791-8145 / pgbhrplanning@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CIVIL SERVICE COMMISSION
FIELD OFFICE - BULACAN
RECEIVED
By: *[Signature]* AZIEL DC. BAUTISTA
Date: APR 28 2026
Time: 4:36 PM

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)			
Overall supervision of the Division as to programs and health related activities			
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>			

JOB DESCRIPTION

Position Title:	Medical Technologist III		
Item No:	1015		
Salary Grade:	18-1		
Monthly Salary:	₱51,304.00		
Office:	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelors degree in Medical Technology or Bachelor of Science in Public Health with 18 units in any related masteral course	24 hours of relevant training	2 years of relevant experience	RA 1080
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
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.			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Monitors all records of procedure performance and quality control of the functional sections.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Monitors equipment maintenance.			
2) Maintains logs of all preventive and remedial maintenance for each piece of equipment in the sections			
3) Maintains logs of performance of equipment, including daily temperature and humidity checks, sufficient to indicate compliance with applicable regulatory standards			
4) Monitors timeliness of processing in the section			
5) Reviews sectional policy and procedure manuals at least annually and undertakes additions, deletions, and revisions when warranted			
6) Performs other related tasks as may be assigned by the Department Head.			