

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) *Manahan*

Date: 28-Apr-26

Qualification Standards										
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency/ Area of Specialization/ Residency Requirement (if applicable)	Place of Assignment
1	Supervising Health Program Officer	1016	22	78,152.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health
2	Administrative Aide IV (Driver II)	1017	4	16,833.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. III)		PHO-Public Health
3	Planning Officer III	1018	18	51,304.00	Bachelor's degree relevant to the job with at least 18 units in any related masteral course in a recognized/reputable school	24 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health
4	Planning Officer II	1019	15	40,208.00	Bachelor's degree relevant to the job	8 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Public Health
5	Health Program Officer II	1020	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

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 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 / pghrplanning@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## JOB DESCRIPTION

<b>Position Title:</b>	Supervising Health Program Officer		
<b>Item No:</b>	990, 1016		
<b>Salary Grade:</b>	22-1		
<b>Monthly Salary:</b>	₱78,162.00		
<b>Office:</b>	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

<b>Position Title:</b>	Administrative Aide IV (Driver II)		
<b>Item No:</b>	1017		
<b>Salary Grade:</b>	4-1		
<b>Monthly Salary:</b>	₱16,833.00		
<b>Office:</b>	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. III)
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)			
Driver of the Health Systems Support Division			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
<p>1) Transports the chief of Hospital and other supervisors in performing inspections, monitoring and supervision on the different health units of Bulacan and in attending seminars, meeting and conferences and other official business outside Bulacan.</p>			
<p>2) Keeps the vehicles clean and in good running condition, performs simple preventive maintenance and servicing task to the vehicle</p>			
<p>3) Accomplishes trip tickets, Makes requisition for gasoline, spare parts and other materials relative to his job.</p>			
<p>4) Report immediately to the administrative officer any defects noticed on the hospital vehicles or any incident that may arise while performing duties</p>			
<p>5) Performs other related tasks as may be assigned by the Department Head.</p>			

## JOB DESCRIPTION

<b>Position Title:</b>	Planning Officer III		
<b>Item No:</b>	1018		
<b>Salary Grade:</b>	18-1		
<b>Monthly Salary:</b>	₱51,304.00		
<b>Office:</b>	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job with at least 18 units in any related masteral course in a recognized/reputable school	24 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 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) Assists in the development of project proposals with corresponding budget			
2) Assists in the preparation of office of budget and its implementation			
3) Manages planning and performance monitoring activities			
4) Assists field staff design and implement monitoring and evaluation systems.			
5) Performs other related tasks as may be assigned by the Department Head.			

## JOB DESCRIPTION

<b>Position Title:</b>	Planning Officer II		
<b>Item No:</b>	1019		
<b>Salary Grade:</b>	15-1		
<b>Monthly Salary:</b>	₱40,208.00		
<b>Office:</b>	PHO-Public Health		
QUALIFICATION STANDARDS			
Education	Training	Experience	Eligibility
Bachelor's degree relevant to the job	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 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) Assists in the development of project proposals with corresponding budget			
2) Assists in the preparation of office of budget and its implementation			
3) Manages planning and performance monitoring activities			
4) Assists field staff design and implement monitoring and evaluation systems.			
5) Performs other related tasks as may be assigned by the Department Head.			

## JOB DESCRIPTION

<b>Position Title:</b>	Health Program Officer II		
<b>Item No:</b>	1020, 1028		
<b>Salary Grade:</b>	15-1		
<b>Monthly Salary:</b>	₱40,208.00		
<b>Office:</b>	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.			