CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO 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) HRMO

Date: 01-Oct-26

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	*Competency / Area of Specialization/ Residency Requirement* (if applicable)	
1	Administrative Officer V (Cashier III)	17	18	53,818.00	Bachelors degree relevant to the job with 18 units in any related masteral course in a recognized/reputable school (preferably MPA)	24 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		PHO-Bulacan Medical Center

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 October 16, 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.

CIVIL SERVICE COMMISSION
FIELD OFFICE-BULACAN
RECEIVED
By: AZIEL DC. BAUTISTA
ADMINISTRATIVE STAFF
Date: OCT 01 2026
Time: 9:46 Am

JOB DESCRIPTION

Position Title:	Administrative Officer V (Cashier III)
Item No:	17
Salary Grade:	18-1
Monthly Salary	₱53,818.00
Office:	PHO-Bulacan Medical Center

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Bachelor's degree relevant to the job with 18 units in any related masteral course in a recognized/reputable school (pref. MPA)	24 hours of relevant training	2 years of relevant experience	Career Service (Professional) / 2nd Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in managing the financial transactions and handling the billing work activities in the hospital.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Responsible in processing payments, issuing invoices, maintaining an accurate record of patient charges and explaining billing details, and ensuring the efficiency, and accurate handling of financial transactions in the hospital.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Supervises the employee engaged in the collection of cash for the payment of services rendered by the hospital.
2) Receives and checks total collection against report of collection prepared by the collecting clerk.
3) Consolidates collection and makes entries in the cashbook report.
4) Remits all collections to the Provincial Treasurer together with the report of collection.
5) Renders report of accountable forms; Requisitions cash and distribute cash advance for payment other cash benefits of hospital personnel.
6) Makes entries in the cashbook for cash advance, receives and prepares liquidation report.
7) Prepares vouchers of hospital expenditures.
8) Distributes professional fees and other benefits for hospital personnel.
9) Perform other duties that may be assigned from time to time.