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) PRMO

Date: 14-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 Assistant I (Computer Operator I)	853	7	20,914.00	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)	None required	None required	Career Service (Sub-professional) / First Level Eligibility		PHO-Pandi District Hospital
2	Administrative Aide VI (Clerk III)	854	6	19,716.00	Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-professional) / First Level Eligibility		PHO-Pandi District Hospital
3	Administrative Aide IV (Clerk II)	859	4	18,486.00	Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Sub-professional) / First Level Eligibility		PHO-Pandi District Hospital

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 29, 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 14 2026
Time: 1:06 PM

JOB DESCRIPTION

Position Title:	Administrative Assistant I (Computer Operator I)
Item No:	853
Salary Grade:	7-1
Monthly Salary:	₱20,914.00
Office:	PHO-Pandi District Hospital

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)	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in managing and maintaining computer systems, networks, and software.

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Monitor system performance and resolve any issues that arise.

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:	Administrative Aide VI (Clerk III)
Item No:	854
Salary Grade:	6-1
Monthly Salary:	₱19,716.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in handling office duties like answering phone calls, sorting and filing documents and maintaining office records.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Responsible in processing forms, providing information and maintaining detailed records and files.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Files and maitains personnels' 201 files.
2) Prepares and files application for leave of absence of personnel.
3) Provides necessary documents to personnel that are due for retirement, resignation etc.
4) Takes down and transcribes minutes of meeting in the hospitals.
5) Collects, checks and submits PDS of personnel to HRMO for the renewal of appointment.
6) Prepares correspondences, memoranda and endorsements.
7) Facilitates completion of appointment papers of personnel
8) Records transactions and prepares replenishment of cash advance.
9) Performs other duties and functions that maybe assigned from time to time.

JOB DESCRIPTION

Position Title:	Administrative Aide IV (Clerk II)
Item No:	859
Salary Grade:	4-1
Monthly Salary:	₱17,506.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Completion of 2 years of studies in college (prior 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in handling office duties like answering phone calls, sorting and filing documents and maintaining office records.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Responsible in processing forms, providing information and maintaining detailed records and files.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Files and maitains personnels' 201 files.
2) Prepares and files application for leave of absence of personnel.
3) Provides necessary documents to personnel that are due for retirement, resignation etc.
4) Takes down and transcribes minutes of meeting in the hospitals.
5) Collects, checks and submits PDS of personnel to HRMO for the renewal of appointment.
6) Prepares correspondences, memoranda and endorsements.
7) Facilitates completion of appointment papers of personnel
8) Performs other duties and functions that maybe assigned from time to time.