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: 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	Medical Officer IV	861	23	91,306.00	Doctor of Medicine	6 months in-service training in a specific field	1 year of responsible experience in the practice of medicine	RA 1080		PHO-Pandi District Hospital
2	Medical Officer III	863	21	73,303.00	Doctor of Medicine	None required	None required	RA 1080		PHO-Pandi District Hospital
3	Medical Officer III	864	21	73,303.00	Doctor of Medicine	None required	None required	RA 1080		PHO-Pandi District Hospital
4	Medical Officer III	865	21	73,303.00	Doctor of Medicine	None required	None required	RA 1080		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: 1:04 PM

JOB DESCRIPTION

Position Title:	Medical Officer IV
Item No:	861
Salary Grade:	23-1
Monthly Salary:	₱91,306.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Doctor of Medicine	6 months in-service training in a specific field	1 year of responsible experience in the practice of medicine	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Examines patients, diagnoses medical problems and treats various illnesses by prescribing medicines or performing other therapeutic measures.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Ensures correct diagnosis, management, and procedures of patients.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Makes admitting notes on all patients upon admission.
2) Examines patients, diagnoses ailment and treats diseases by prescribing medicines or performing other therapeutic measures.
3) Checks the completeness and accurateness of all charts in the department; Ensures the proper accomplishment of medico legal records and for the proper safeguarding of the same.
4) Coordinates with the Sr. Nurse regarding any discrepancy in nursing record for the institution of remedial measures.
5) May act as House Officer of the Day and assumes administrative functions in all departments outside office hours in the absence of the Chief of Hospital and the Chief of Clinics.
6) Directly responsible to the Department Head and Chief of Hospital; had immediate supervision and responsibility of all cases in the ward and unattended emergencies in the private service.
7) Responsible for the professional conduct and efficient performance of his respective residents.
8) Performs other duties and functions that maybe assigned from time to time.

JOB DESCRIPTION

Position Title:	Medical Officer III
Item No:	863, 864, 865
Salary Grade:	21-1
Monthly Salary:	₱73,303.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Doctor of Medicine	None required	None required	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Examines patients, diagnoses medical problems and treats various illnesses by prescribing medicines or performing other therapeutic measures.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Ensures correct diagnosis, management, and procedures of patients.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Makes admitting notes on all patients upon admission.
2) Examines patients, diagnoses ailments and treats diseases by prescribing medicines or performing other therapeutic measures under the supervision and direction of the Department's consultants.
3) Assists and/or supervises medical interns and medical students assigned to their respective departments.
4) Follows-up patients in the department and attends the clinical rounds of attending physicians.
5) Prepares and completes promptly the clinical records of patients upon admission and discharge.
6) Responsible for one or more wards and makes daily rounds to observe progress and condition of patients.
7) Makes a clinical history and performs physical examination on hospital employee, blood donors, industrial patients, etc.
8) Performs other duties and functions that maybe assigned from time to time.