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 filed 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	Nurse II	867a	16	45,694.00	Bachelor of Science in Nursing	8 hours of relevant training	1 year of relevant experience	RA 1080		PHO-Pandi District Hospital
2	Nurse II	867b	16	45,694.00	Bachelor of Science in Nursing	8 hours of relevant training	1 year of relevant experience	RA 1080		PHO-Pandi District Hospital
3	Nurse I	872	15	42,178.00	Bachelor of Science in Nursing	None required	None required	RA 1080		PHO-Pandi District Hospital
4	Nurse I	874	15	42,178.00	Bachelor of Science in Nursing	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: 1:06 pm

JOB DESCRIPTION

Position Title:	Nurse II
Item No:	867a, 867b
Salary Grade:	16-1
Monthly Salary:	₱45,694.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Bachelor of Science in Nursing	8 hours of relevant training	1 year of relevant experience	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in the management of safe, effective and efficient nursing care and services in all patients.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Responsible for managing the individualized patient care by promoting and restoring patients' health through nursing
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Plans, organizes and supervises the nursing service in order to provide adequate nursing care.
2) Coordinates all activities of the Nursing Service Department with other services.
3) Observes and evaluates the performance of the personnel, as well as analyzes and evaluates the nursing service activities to determine whether they are meeting the desired standards.
4) Formulates and recommends policies for improvement of patient care, participates in planning of the personnel policies, and interprets to the Chief of Hospital the needs and interest of the nursing personnel.
5) Promotes individual growth and development by maintaining a program of staff education, conducts monthly meeting of nurses and nursing attendants.
6) Participates in the professional meetings as the representative of the nursing service personnel and for the healthful living conditions of the nursing staff.
7) Daily ward rounds. To gain an insight to the problems and the needs as presented by patient and family, the nurse and othe
8) Approves schedule of duties and off duties.
9) Signs all pertaining reports and application of leave.
10) Attends seminars, workshops locally and nationally, as needs arises.
11) Perform other duties that may be assigned from time to time.

JOB DESCRIPTION

Position Title:	Nurse I
Item No:	872, 874
Salary Grade:	15-1
Monthly Salary:	₱42,178.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Bachelor of Science in Nursing	None required	None required	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in the management of safe, effective and efficient nursing care and services in all patients.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Responsible for managing the individualized patient care by promoting and restoring patients' health through nursing process.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Identifies nursing needs of patient. Admits and discharges patients.
2) Plans, evaluates and give direct nursing care to patients. Performs such nursing activities such as bathing and oral hygiene.
3) Assists physician when examining patients and carries out doctor's legal orders.
4) Prepares patients for, and assist physician with diagnostic and therapeutic procedures.
5) Performs other duties and functions that maybe assigned from time to time.
6) Observes signs and symptoms, institutes remedial action when appropriate and record these in his chart.
7) Charts patient's medications and treatments.
8) Takes, records vital signs and reports observations to the physician.
9) Assists patients in moving maintaining proper alignment of patient's body and utilizing good body mechanics.
10) Receives and endorses ward equipment and supplies, sees to it that the equipment receives proper care and maintenance.
11) Perform other duties that may be assigned from time to time.