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) PHRMO

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	Nursing Attendant I	875	4	17,506.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		PHO-Pandi District Hospital
2	Nursing Attendant I	876	4	17,506.00	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)		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: 1:56 pm

JOB DESCRIPTION

Position Title:	Nursing Attendant I
Item No:	875, 876
Salary Grade:	4-1
Monthly Salary:	₱17,506.00
Office:	PHO-Pandi District Hospital

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in providing quality care to all patients.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Assists and gives care to patients.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Contributes to patient comfort and well-being by rearranging bedding and changing linen, serving and removing meal trays and responding to requests for personal services, such as filling water containers, making mechanical adjustments of bed and providing assistance in changing position in bed.
2) Performs a limited prescribed range of technical nursing tasks, such as collecting urine, stool and sputum specimens, measuring and recording patients' food and liquid intake and output, taking and recording vital signs.
3) Provides limited therapeutic services for patients as directed by a charge nurse or physician.
4) Maintains a sanitary environment for patients by cleaning up minor spills, washing and cleaning bedpans, urinals and emesis basins.
5) Performs other duties and functions that maybe assigned from time to time.