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	Prison Guard III	86	10	26,917.00	Completion of 2 years of studies in college (prior 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	8 hours of relevant training	2 years of relevant experiece	Career Service (Sub-professional) / First Level Eligibility		Provincial Civil Security & Jail Management
2	Prison Guard II	92	7	20,914.00	Completion of 2 years of studies in college (prior 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	Nonr required	Nonr required	Career Service (Sub-professional) / First Level Eligibility		Provincial Civil Security & Jail Management

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:	Prison Guard III
Item No:	86
Salary Grade:	10-1
Monthly Salary	₱26,917.00
Office:	Provincial Civil Security & Jail Management

QUALIFICATION STANDARDS			
Education	**Experience**	**Training**	**Eligibility**
Completion of 2 years of studies in college (prior 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	8 hours of relevant training	2 years of relevant experiece	Career Service (Sub-professional) / First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
24/7 monitoring and supervision of inmates in the Bulacan Provincial Jail
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Oversee prison guards during shifts, escort PDL to court hearings in and out of Bulacan, and monitor them during the 12-hour shift.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Assigned prison guards in their repective post.
2) Monitor and supervise the prison guards in the performance of their duties.
3) Escort prisoners to hearings and for court-directed trips outside the jail premises.
4) Conduct cell searching and inspection.
5) Search prisoners' belongings and frisk PDLs.
6) Performs other related tasks as may be assigned by the Department Head.

JOB DESCRIPTION

Position Title:	Prison Guard II		
Item No:	92		
Salary Grade:	7-1		
Monthly Salary	₱20,914.00		
Office:	Provincial Civil Security & Jail Management		
QUALIFICATION STANDARDS			
Education	**Experience**	**Training**	**Eligibility**
Completion of 2 years of studies in college (prior 2018). OR Completion of Grade 12/Senior High School (starting 2016)*	8 hours of relevant training	2 years of relevant experiece	Career Service (Sub-professional) / First Level Eligibility
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
24/7 monitoring and supervision of inmates in the Bulacan Provincial Jail			
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Escort PDL to hearings in various courts inside and outside Bulacan and monitor them in their cells during 12-hour shifts.			
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
1) Oversee inmate activities and ensure they follow rules and regulations.			
2) Escort prisoners to hearings and for court-directed trips outside the jail premises.			
3) Conduct cell searching and inspection.			
4) Search prisoners' belongings and frisk PDLs.			
5) Performs other related tasks as may be assigned by the Department Head.			

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