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: 16-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	Supervising Public Utilities Regulation Officer	20	22	81,796.00	Bachelor's degree relevant to the job and masteral graduate in a recognized/reputable school (preferably MPA)	72 hours of supervisory development course training	5 years of responsible experience in management and supervision	CS Professional / 2nd Level Eligibility		Provincial General Services Offices

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 31, 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 16 2026
Time: 10:27 AM

JOB DESCRIPTION

Position Title:	Supervising Public Utilities Regulation Officer
Item No:	20
Salary Grade:	22-1
Monthly Salary	₱81,796.00
Office:	Provincial General Services Office

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Bachelor's degree relevant to the job and masteral graduate in a recognized/reputable school (preferably MPA)	72 hours of supervisory development course training	5 years of responsible experience in management and supervision	Civil Service Professional / 2nd Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible for the upkeep, repair, and efficient operation of provincial government buildings, facilities, and equipment.

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Responsible for overseeing the regulation, maintenance, and efficient operation of public utilities and government facilities within the province.

STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Overseeing the repair, upkeep, and servicing of government buildings, utilities, and equipment.
2) Monitoring utility usage and ensuring adherence to safety, regulatory, and operational standards.
3) Managing communication and coordination with utility companies and contractors for maintenance and utility-related concerns.
4) Assessing performance and recommending improvements for better efficiency and cost-effectiveness.
5) Documenting maintenance activities and providing inputs for planning and budgeting.
6) Perform other duties that may be assigned from time to time.