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: 07-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 I	490	15	42,178.00	Bachelor of Science in Nursing	None required	None required	RA 1080		PHO-Rogaciano M. Mercado Memorial Hospital
2	Nurse I	508	15	42,178.00	Bachelor of Science in Nursing	None required	None required	RA 1080		PHO-Rogaciano M. Mercado Memorial 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 22, 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 07 2026
Time: 1:19 PM

JOB DESCRIPTION

Position Title:	Nurse I
Item No:	460, 508
Salary Grade:	15-1
Monthly Salary	₱42,178.00
Office:	PHO-Rogaciano M. Mercado Memorial 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) Observes signs and symptoms, institutes remedial action when appropriate and record these in his chart.
6) Charts patient's medications and treatments.
7) Takes, records vital signs and reports observations to the physician.
8) Assists patients in moving maintaining proper alignment of patient's body and utilizing good body mechanics.
9) Receives and endorses ward equipment and supplies, sees to it that the equipment receives proper care and maintenance.
10) Perform other duties that may be assigned from time to time.