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	Radiologic Technologist IV	369	20	66,052.00	Bachelor of Science in Radiologic Technology	Sixteen (16) hours of training in radiologic technology with special modalities undertaken within the last five (5) years.	Three (3) years of experience as a Radiologic Technologist which shall include one (1) year of experience in supervising departmental operations.	RA 1080 (Radiologic Technologist)		PHO-Bulacan Medical Center

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:	Radiologic Technologist IV
Item No:	369
Salary Grade:	20-1
Monthly Salary	₱66,052.00
Office:	PHO-Bulacan Medical Center

QUALIFICATION STANDARDS			
Education	**Training**	**Experience**	**Eligibility**
Bachelor of Science in Radiologic Technology	Sixteen (16) hours of training in radiologic technology with special modalities undertaken within the last five (5) years.	Three (3) years of experience as a Radiologic Technologist which shall include one (1) year of experience in supervising departmental operations.	RA 1080 (Radiologic Technologist)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Responsible in providing continuous diagnostic and interventional services to patients.
BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)
Provide scans, x-rays and procedures to diagnose and treat a range of medical conditions.
STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)
1) Receives, checks completeness and verifies correctness of requests.
2) Performs routine ultrasound and explains the examination including risk, procautions and possible complications to the patient
3) Enters data in proper logbook.
4) Assures proper function of machines and equipments through; preventive measures to safeguard good quality.
5) Prepares and submits reports.
6) Assists in supervising personnel (radiologic technologist, laboratory technicians, clerk, externs and interns;
7) Perform other duties that may be assigned from time to time.