

Republic of the Philippines
PGO BULACAN, BULACAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PGO BULACAN, BULACAN in the CSC website:


JOSE FERNANDO G. MANAHAN
(OIC) HRMO

Date: 13-Feb-24

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 (if applicable)	
1	Administrative Officer I (Cashier I)	852	10	23,176.00	Bachelor's degree	None required	None required	CS Professional / 2nd Level Eligibility		PHO-Pandi District Hospital
2	Administrative Assistant I (Computer Operator I)	853	7	18,620.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) / First Level Eligibility / Data Encoder Eligibility (MC 06, s. 2010)		PHO-Pandi District Hospital
3	Administrative Aide VI (Clerk III)	854	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) / First Level Eligibility		PHO-Pandi District Hospital
4	Administrative Officer I (Records Officer I)	858	10	23,176.00	Bachelor's degree	None required	None required	CS Professional / 2nd Level Eligibility		PHO-Pandi District Hospital
5	Administrative Aide IV (Clerk II)	859	4	15,586.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) / First Level Eligibility		PHO-Pandi District Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 28, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSE FERNANDO G. MANAHAN
Provincial Human Resource Management Officer-OIC
Provincial Capitol Building, City of Malolos, Bulacan
pgbhrplanning@gmail.com

CIVIL SERVICE COMMISSION
FIELD OFFICE-BULACAN

RECEIVED

By: CHRISVOLONT C. BATAC
Administrative Officer II

Date: FEB 13 2024

Time: 10:21 PM

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.