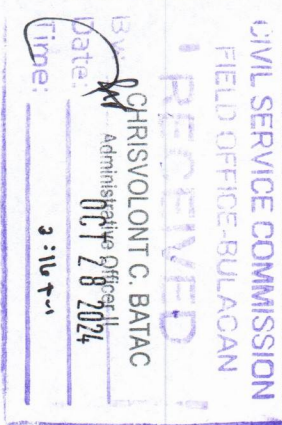


Republic of the Philippines
PGO BULACAN, BULACAN
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



Electronic copy to be submitted to the CSC FO must be in MS Excel format

JOSE FERNANDO G. MANNAHAN
(OIC) ARMO
Date: 28-Oct-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		
1	Supervising Administrative Officer (Management and Audit Analyst IV)	25	22	74,836.00	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	Governor's Office - Personal Staff
2	Administrative Officer IV (Management and Audit Analyst II)	29	15	38,413.00	Bachelor's degree relevant to the job	8 hours of relevant training	1 year of relevant experience	CS Professional / 2nd Level Eligibility	Governor's Office - Personal Staff

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 November 12, 2024.

1. Fully accomplished and notarized 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 Diploma and Transcript of Records.
5. Photocopy of Training Certificates (if applicable)
6. Work Experience Sheet (if applicable)

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

JOSE FERNANDO G. MANNAHAN
Provincial Human Resource Management Officer-OIC
Provincial Capital Building, City of Malolos, Bulacan
pebhrplanning@gmail.com

The Provincial Government of Bulacan provides equal opportunities to all qualified applicants without regard to age, sex, gender, sexual orientation, gender identity, gender expression, civil status, disability, religion, race, ethnicity, social status, income class, political affiliation or other similar factors or personal circumstances and other characteristics protected by law. All interested and qualified applicants are encouraged to apply and submit the above-mentioned documents within the prescribed period.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.