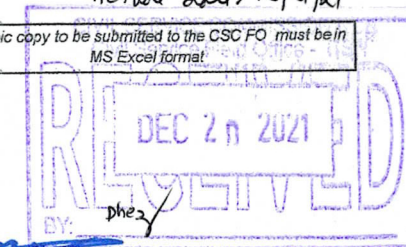


Republic of the Philippines
Philippine Charity Sweepstakes Office
Request for Publication of Vacant Positions

Actual date: 12/21/21
Electronic copy to be submitted to the CSC FO must be in MS Excel format!



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Philippine Charity Sweepstakes Office in the CSC website:

SIGNED

ROYINA MARZAN GARMIA

General Manager

Date:

December 20 2021

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	Legal Officer III	90	20	51,155	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal Department (Main Office)
2	Legal Assistant II	91	12	22,938	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS (Professional)/ Second Level Eligibility		Legal Department (Main Office)
3	Draw Operations Officer II	159	15	30,531	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Gaming Technology Department (Main Office)
4	Draw Operations Assistant I	167	8	16,758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Gaming Technology Department (Main Office)
5	Paper Cutting Machine Operator III	250	8	16,758	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 10 s. 2013, Cat. III)		Security Printing and Production Department (Main Office)
6	Accounts Management Analyst I	342	11	20,754	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		National Capital Region Department (Main Office)

7	Accounts Management Assistant I	348	8	16,758	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		National Capital Region Department (Main Office)
8	Division Chief III	357	24	83,406	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Office of the Department Manager - Northern & Central Luzon (Main Office)
9	Cash Clerk IV	394	10	19,233	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/ First Level Eligibility		Mt. Province Branch Office (C)
10	Cashier IV	498	22	65,319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Bataan Branch Office (A)
11	Driver Courier II	538	6	14,847	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Nueva Ecija Branch Office (A)
12	Administrative Aide III	589	3	12,466	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Zambales Branch Office (A)
13	Cashier IV	628	22	65,319	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Cavite Branch Office (A)
14	Administrative Aide III	914	3	12,466	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Negros Oriental Branch Office (A)
15	Administrative Aide III	1030	3	12,466	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Zamboanga Sibugay Branch Office (B)
16	Administrative Officer III	1031	18	40,637	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Basilan Branch Office (C)

17	Cashier II	1032	14	27,755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Basilan Branch Office (C)
18	Social Welfare Officer I	1033	11	20,754	Bachelor's degree in Social Work	None required	None required	RA 1080		Basilan Branch Office (C)
19	Cash Clerk IV	1034	10	19,233	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/ First Level Eligibility		Basilan Branch Office (C)
20	Driver Courier II	1035	6	14,847	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Basilan Branch Office (C)
21	Administrative Officer III	1036	18	40,637	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Sulu Branch Office (C)
22	Cashier II	1037	14	27,755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Sulu Branch Office (C)
23	Social Welfare Officer I	1038	11	20,754	Bachelor's degree in Social Work	None required	None required	RA 1080		Sulu Branch Office (C)
24	Cash Clerk IV	1039	10	19,233	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/ First Level Eligibility		Sulu Branch Office (C)
25	Driver Courier II	1040	6	14,847	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Sulu Branch Office (C)
26	Administrative Officer III	1041	18	40,637	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Tawi-Tawi Branch Office (C)
27	Cashier II	1042	14	27,755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Tawi-Tawi Branch Office (C)
28	Social Welfare Officer I	1043	11	20,754	Bachelor's degree in Social Work	None required	None required	RA 1080		Tawi-Tawi Branch Office (C)

29	Cash Clerk IV	1044	10	19,233	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Tawi-Tawi Branch Office (C)
30	Driver Courier II	1045	6	14,847	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Tawi-Tawi Branch Office (C)
31	Supply Officer II	1141	14	27,755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		South Cotabato Branch Office (A)
32	Accountant II	1376	15	30,531	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Accounting and Budget Department (Main Office)
33	Financial Analyst II	1379	15	30,531	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Accounting and Budget Department (Main Office)
34	Communications Development Officer I	1464	11	20,754	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/Second Level Eligibility		Corporate Planning Department (Main Office)
35	Personnel Specialist I	1543	13	25,232	Bachelor's degree	None required	None required	CS (Professional)/Second Level Eligibility		Human Resources Department (Main Office)
36	Personnel Specialist II	1552	16	33,584	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Human Resources Department (Main Office)
37	Draftsman	1599	6	14,847	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS (Subprofessional)/Draftsman (MC 10, s. 2013-Cat. II)/First level Eligibility		General Services Department (Main Office)

38	Driver Mechanic B	1609	7	15,738	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)	General Services Department (Main Office)
39	Supply Officer II	1620	14	27,755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	General Services Department (Main Office)
40	Property Appraiser III	1643	18	40,637	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	Assets and Supply Management Department
41	Cash Clerk II	1713	6	14,847	Completion of 2 years studies in college	None required	None required	CS (Subprofessional)/ First Level Eligibility	Treasury Department (Main Office)

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 **December 31, 2021.**

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), including Work Experience Sheet, 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;
4. Photocopy of Transcript of Records;
5. Photocopy of certificate of Learning & Development (L&D) interventions/ training programs attended; and
6. Application letter shall include the following details: position title, name of the department, item number and salary grade of the position.

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

ROYINA MARZAN GARMA

Vice Chairperson and General Manager

11F Sun Plaza Building, 1507 Princeton

recruitment@pcso.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552

www.pcsso.gov.ph



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address provided below not later than **DECEMBER 31, 2021**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture taken in the last six (6) months (CS Form 212, Revised 2017);
2. Fully accomplished Work Experience Sheet with signature;
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/board rating/valid license;
5. Photocopy of School Credentials (a. TOR & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education);
6. Photocopy of certificate of Learning & Development (L&D) interventions / training programs attended; and
7. Application letter shall include the following details: position title, name of the department, item number and salary grade of the position.

****Note: Personal Data Sheet and Work Experience Sheet (CS Form 212, Revised 2017) can be downloaded at PCSO website***

IMPORTANT REMINDERS:

- Applicants must submit a separate set of application if applying for more than one vacant position.
- All documents submitted shall be considered as property of PCSO and has the prerogative to make any actions that are deemed appropriate.
- Application with **INCOMPLETE DOCUMENTS SHALL NOT BE CONSIDERED** in the list of qualified applicants.
- **Late submission shall not be accepted and entertained.**
- **For submission of application through email, all applicants are required to merge all their application documents in a single file and send it in PDF format.**

ALL APPLICANTS are advised to hand in or mail their application to:

ROYINA MARZAN GARMA

General Manager

11F Sun Plaza Building, 1507
Princeton Street Corner Shaw Boulevard
Mandaluyong City

Or you may email your application at recruitment@pcsso.gov.ph

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
1	90	Legal Officer III	20	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> Conducts researches and studies of applicable laws, rules, regulations, doctrines, principles or jurisprudence that may aid in the prosecution and litigation of cases; Assists in the conduct of fact-finding investigations and recommends appropriate action on complaints filed against employees on matters relating to the discharge of their duties and may extend assistance in the resolution of problems brought to the attention of the Department on certain personal and family matters of support and settlement of debts involving PCSO employees; Prepares transmittals, correspondences, affidavits and other legal forms; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Bachelor of Laws Experience: One (1) year of relevant experience Training/s: Four (4) hours of relevant training/s Eligibility: RA 1080
2	91	Legal Assistant II	12	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> Follows-up or monitors the status of criminal cases instituted by the agency, in the Office of the Prosecutor and before the Courts having jurisdiction of the cases as well as civil cases handled by the Office of the Government Corporate Counsel; Assists walk-in complainants and investigates reports on the "text and ambulance scam" as well as other fraudulent activities of unscrupulous groups using the name of PCSO; Assists in the conduct of researches and studies of applicable laws, rules, regulations, doctrines, principles or jurisprudence that may aid in the prosecution and litigation of cases; Receives documents such as memoranda, certification, letters, request for legal opinions and comments, board resolution and other papers for notation, signature, information and appropriate action of concerned departments/units; Releases documents assigned to staff lawyers, legal researchers, legal assistants and other staff for their appropriate action to the releasing clerk for the distribution thereof to the concerned; 	<ol style="list-style-type: none"> Education: BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses Experience: None required Training/s: 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure Eligibility: CS (Professional)/ Second Level Eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> • Maintains a logbook or record of all documents received, assigned and released to concerned staff for proper monitoring and easy reference; and • Performs other related duties as may be deemed necessary. 	
3	159	Draw Operations Officer II	15	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> • Assists in the actual draw proceedings of all lottery games; • Reviews and/or double checks the payrolls and attendance sheets of draw participants prepared by the Draw Operations Officer I; • Prepares and ensures the accuracy of draw results form/cotejo to be released to the public; • Records, files, and archives all video documentations of draw proceedings and draw documents for future retrieval; and • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: One (1) year of relevant experience 3. Training/s: Four (4) hours of relevant training/s 4. Eligibility: CS (Professional)/ Second Level Eligibility
4	167	Draw Operations Assistant I	8	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> • Assists in the actual draw proceedings of all lottery games; • Assists in the preparation of draw machines, accessories and other draw equipment needed for the conduct of actual draws/games; • Assists in the receiving, recording, and releasing of office communications; • Disseminates draw results to concerned departments; and • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Completion of two (2) years studies in College 2. Experience: One (1) year of relevant experience 3. Training/s: Four (4) hours of relevant training/s 4. Eligibility: CS (Sub-Professional)/ First Level Eligibility
5	250	Paper Cutting Machine Operator III	8	Press & Bindery Division	Security Printing and Production Department / GPDMS	<ul style="list-style-type: none"> • Cuts the required number of reams needed by the division; • Delivers the cut/slashed printed forms to the concerned personnel/unit for binding; • Cuts the gathered office forms for stocking; • Devises a systematic arrangement of the stacked forms for easy retrieval • Trouble shoots the minor defects of the cutting machine; 	<ol style="list-style-type: none"> 1. Education: High School graduate 2. Experience: One (1) year relevant experience 3. Training/s: Four (4) hours relevant training/s 4. Eligibility: None Required (MC 10 s. 2013, Cat III)

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> Ensures the good running condition of the machines; Prepares status reports on the daily quota; and Performs other related duties as may be deemed necessary. 	
6	342	Accounts Management Analyst I	11	Accounts Management Division	NCR Department / BOS	<ul style="list-style-type: none"> Assists in the verification of the accuracy and completeness of agents' reports; Helps in the preparation of various reports and documents as instructed by superiors; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Bachelor's Degree relevant to the job Experience: None required Training/s: None required Eligibility: CS (Professional)/ Second Level Eligibility
7	348	Accounts Management Assistant I	8	Accounts Management Division	NCR Department / BOS	<ul style="list-style-type: none"> Responsible for rendering clerical support to the Division; Helps in the preparation of office memoranda, correspondences and various reports as instructed by superiors; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Completion of two (2) years studies in college Experience: One (1) year relevant experience Training/s: Four (4) hours of relevant training/s Eligibility: CS (Sub-Professional) / First level eligibility
8	357	Division Chief III	24	Accounts Management Division	Northern & Central Luzon Department / BOS	<ul style="list-style-type: none"> Supervises the daily activities of the Accounts Management Division; Attends to the needs and concerns of the branch offices Ensures accuracy and timeliness of preparation and submission of the financial reports of the Branches; Supervises and reviews consolidation of various reports from Branches; Coordinates with the Branches and Branch Operations Sector on various issues and concerns Acts as In-Charge of Office in the absence of the Department Manager; Ensures accurate and timely preparation, consolidation and submission of financial reports 	<ol style="list-style-type: none"> Education: Master's degree OR Certificate in Leadership and Management from the CSC Experience: Four (4) years of supervisory/management experience Training/s: Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years Eligibility: CS (Professional) / Second level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						of the branches offices under its area of jurisdiction; <ul style="list-style-type: none"> Examines and verifies disbursement vouchers and documents from branches offices; and Performs other related duties as may be deemed necessary. 	
9	394	Cash Clerk IV	10	Mt. Province Branch (C)	Northern & Central Luzon Department / BOS	<ul style="list-style-type: none"> Sells on-line game tickets, verifies winning tickets; and pays winnings up to P5,000.00; Remits daily sales to the Cashier including paid/ cancelled winning tickets; Conducts training with hands- on training to lotto agents and their operators (Bookkeeper functions) <ul style="list-style-type: none"> Records the sales and remittance of agents in the Subsidiary Ledger; Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances; Recommends terminal block-off for late / non remittance; Prepares Disbursement Voucher; Record payment for the Creditors; Maintain Subsidiary ledger for all the accounts; Prepares and submits financial reports needed by the management; and Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> Education: Completion of two (2) years studies in college Experience: Two (2) years of relevant experience Training/s: Eight (8) hours of relevant training Eligibility: CS (Sub-Professional) / First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
10	498	Cashier IV	22	Bataan Branch Office (A)	Northern & Central Luzon Department / BOS	<ul style="list-style-type: none"> • Responsible for all the cash, cash items and cash in banks of the Branch Office; • Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; • Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; • Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. • Prepares checks for signature for approved disbursement vouchers; • Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) • Maintains Warrant Register Record for check issued (OF, PF and CF) • Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR • Safe keeps the checks and accountable forms and prepares monthly inventory reports • Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office • Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: Three (3) years relevant experience 3. Training/s: Sixteen (16) hours of relevant training 4. Eligibility: CS (Professional) / Second level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
11	538	Driver Courier II	6	Nueva Ecija Branch Office (A)	Northern and Central Luzon Department / BOS	<ul style="list-style-type: none"> • Performs driving functions • Maintains the cleanliness and good condition of the vehicle • Provides clerical and messenger functions • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Elementary School graduate 2. Experience: None required 3. Training/s: None required 4. Eligibility: Professional Driver's License (MC10, s. 2013-Cat. III)
12	589	Administrative Aide III	3	Zambales Branch Office (A)	Northern and Central Luzon Department / BOS	<ul style="list-style-type: none"> • Receives, routes, files and/or transmits memoranda, letters and other correspondences; • Receives or places telephone calls and messages for the Department; • Responsible in photocopying/reproducing copies of reports done by the Office & in the distribution of copies of reports to different offices; • Performs messengerial and inter-office follow-up works for the Office; • Helps in maintaining files of documents & in preparing requisitions, vouchers and other administrative needs of the Office; • Provide office/clerical support to the Department. (a memorandum order shall be issued for specific office/clerical support to be given to the Adm. Aide III) • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Elementary School graduate 2. Experience: None required 3. Training/s: None required 4. Eligibility: None required (MC 10 s 2013, Cat. III)
13	628	Cashier IV	22	Cavite Branch Office (A)	Southern Tagalog & Bicol Region Department / BOS	<ul style="list-style-type: none"> • Responsible for all the cash, cash items and cash in banks of the Branch Office; • Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; • Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: Three (3) years relevant experience 3. Training/s: Sixteen (16) hours of relevant training 4. Eligibility: CS (Professional) / Second level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. Prepares checks for signature for approved disbursement vouchers; Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) Maintains Warrant Register Record for check issued (OF, PF and CF) Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR Safe keeps the checks and accountable forms and prepares monthly inventory reports Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. Prepares and submits reports needed by the management; and Performs other related duties as may be deemed necessary. 	
14	914	Administrative Aide III	3	Negros Oriental Branch Office (A)	Visayas Department / BOS	<ul style="list-style-type: none"> Receives, routes, files and/or transmits memoranda, letters and other correspondences; Receives or places telephone calls and messages for the Department; Responsible in photocopying/reproducing copies of reports done by the Office & in the distribution of copies of reports to different offices; Performs messengerial and inter-office follow-up works for the Office; Helps in maintaining files of documents & in preparing requisitions, vouchers and other administrative needs of the Office; Provide office/clerical support to the Department. (a memorandum order shall be issued for 	<ol style="list-style-type: none"> Education: Elementary School graduate Experience: None required Training/s: None required Eligibility: None required (MC 10 s 2013, Cat. III)

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						specific office/clerical support to be given to the Adm. Aide III) <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary. 	
15	1030	Administrative Aide III	3	Zamboanga Sibugay Branch Office (B)	Mindanao Department / BOS	<ul style="list-style-type: none"> Provide office/clerical support to the Department. (Clerk IV functions) Process and facilitate prize claims for PCSO games Receives, checks and verifies PWAR of lotto agents; Records cancelled tickets report of each agent; Prepares statement of account or payment order form for lost/cancelled tickets; Prepares and submits report required by the management; Performs other related duties as may be deemed necessary. 	1. Education: Elementary School graduate 2. Experience: None required 3. Training/s: None required 4. Eligibility: None required (MC 10 s 2013, Cat. III)
16	1031	Administrative Officer III	18	Basilan Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch; Downloads all communications sent thru e-mail and forwards to concerned personnel; Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key; Files all approved pass out slip of the personnel Prepares and file transmittal letter for outgoing documents; Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits; Prepares monthly EMAP reports; Prepares payroll for salaries and allowances and maintain database for loan deduction and payments; 	1. Education: Bachelor's Degree 2. Experience: Two (2) years of relevant experience 3. Training/s: Eight (8) hours of relevant training/s 4. Eligibility: CS (Professional) / Second level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> • Maintains and updates 201 files; • Facilitates processing of fidelity bond renewal of bonded employees; • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE; • Prepares and submits reports needed by the management; • Records Management and Disposal; and • Performs other related duties as may be deemed necessary. 	
17	1032	Cashier II	14	Basilan Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Responsible for all the cash, cash items and cash in banks of the Branch Office; • Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; • Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; • Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. • Prepares checks for signature for approved disbursement vouchers; • Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) • Maintains Warrant Register Record for check issued (OF, PF and CF) • Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR • Safe keeps the checks and accountable forms and prepares monthly inventory reports • Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: One (1) year relevant experience 3. Training/s: Four (4) hours of relevant training 4. Eligibility: CS (Professional) / First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. Prepares and submits reports needed by the management <p>(some of ABM functions)</p> <ul style="list-style-type: none"> In charge of the operations in the absence of the AO Alternate signatory for all the documents and reports of the branch office in the absence of the AO <p>(AO functions)</p> <ul style="list-style-type: none"> Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch Downloads all communications sent thru e-mail and forwards to concerned personnel Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key Files all approved pass out slip of the personnel Prepares and file transmittal letter for outgoing documents Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits Prepares monthly EMAP reports Prepares payroll for salaries and allowances and maintain database for loan deduction and payments Maintains and updates 201 files Facilitates processing of fidelity bond renewal of bonded employees Maintain records and conducts physical inventory of office supplies, semi expendable and PPE. Prepares and submits reports needed by the management; and Performs other related duties as may be deemed necessary 	

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
18	1033	Social Welfare Officer I	11	Basilan Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns; Forwards to Branch Manager cases recommended for approval; Prepares and submits report needed by the management; and Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> Education: Bachelor's Degree in Social work Experience: none required Training/s: none required Eligibility: RA 1080
19	1034	Cash Clerk IV	10	Basilan Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority); Remits daily sales to the Cashier including paid/cancelled winning tickets; and Conducts training with hands- on training to lotto agents and their operators <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> Records the sales and remittance of agents in the Subsidiary Ledger; Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances; Recommends terminal block-off for late/non-remittance; Prepares Disbursement Voucher; Record payment for the Creditors; Maintain Subsidiary ledger for all the accounts; Prepares and submits financial reports needed by the management; and Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> Education: Completion of 2 years studies in College Experience: Two (2) years of relevant experience Training/s: 8 hours of relevant trainings Eligibility: CS (Subprofessional)/ First level eligibility
20	1035	Driver Courier II	6	Basilan Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Performs driving functions; Maintains the cleanliness and good condition of the vehicle; and Provides clerical and messenger functions <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> Process and facilitate prize claim for PCSO games; 	<ol style="list-style-type: none"> Education: Elementary Graduate Experience: none required Training/s: none required Eligibility: Professional Driver's License (MC 10, s. 2013-CAT. IV)

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> • Receives, checks and verifies PWAR of lotto agents; • Records cancelled tickets report of each agent; • Prepares statement of account or payment order form for lost/cancelled tickets; • Prepares and submits report required by the management; and • Performs other related duties as may be deemed necessary 	
21	1036	Administrative Officer III	18	Sulu Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch; • Downloads all communications sent thru e-mail and forwards to concerned personnel; • Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key; • Files all approved pass out slip of the personnel • Prepares and file transmittal letter for outgoing documents; • Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits; • Prepares monthly EMAP reports; • Prepares payroll for salaries and allowances and maintain database for loan deduction and payments; • Maintains and updates 201 files; • Facilitates processing of fidelity bond renewal of bonded employees; • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE; • Prepares and submits reports needed by the management; • Records Management and Disposal; and • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: Two (2) years of relevant experience 3. Training/s: Eight (8) hours of relevant training/s 4. Eligibility: CS (Professional) / Second level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
22	1037	Cashier II	14	Sulu Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Responsible for all the cash, cash items and cash in banks of the Branch Office; Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. Prepares checks for signature for approved disbursement vouchers; Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) Maintains Warrant Register Record for check issued (OF, PF and CF) Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR Safe keeps the checks and accountable forms and prepares monthly inventory reports Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. Prepares and submits reports needed by the management <p style="text-align: center;">(some of ABM functions)</p> <ul style="list-style-type: none"> In charge of the operations in the absence of the AO Alternate signatory for all the documents and reports of the branch office in the absence of the AO <p style="text-align: center;">(AO functions)</p>	<ol style="list-style-type: none"> Education: Bachelor's Degree Experience: One (1) year relevant experience Training/s: Four (4) hours of relevant training Eligibility: CS (Professional) / First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> • Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch • Downloads all communications sent thru e-mail and forwards to concerned personnel • Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key • Files all approved pass out slip of the personnel • Prepares and file transmittal letter for outgoing documents • Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits • Prepares monthly EMAP reports • Prepares payroll for salaries and allowances and maintain database for loan deduction and payments • Maintains and updates 201 files • Facilitates processing of fidelity bond renewal of bonded employees • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE. • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary 	
23	1038	Social Welfare Officer I	11	Sulu Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns; • Forwards to Branch Manager cases recommended for approval; • Prepares and submits report needed by the management; and • Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree in Social work 2. Experience: none required 3. Training/s: none required 4. Eligibility: RA 1080

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
24	1039	Cash Clerk IV	10	Sulu Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority); Remits daily sales to the Cashier including paid/cancelled winning tickets; and Conducts training with hands- on training to lotto agents and their operators <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> Records the sales and remittance of agents in the Subsidiary Ledger; Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances; Recommends terminal block-off for late/non-remittance; Prepares Disbursement Voucher; Record payment for the Creditors; Maintain Subsidiary ledger for all the accounts; Prepares and submits financial reports needed by the management; and Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> Education: Completion of 2 years studies in College Experience: Two (2) years of relevant experience Training/s: 8 hours of relevant trainings Eligibility: CS (Subprofessional)/ First level eligibility
25	1040	Driver Courier II	6	Sulu Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> Performs driving functions; Maintains the cleanliness and good condition of the vehicle; and Provides clerical and messenger functions <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> Process and facilitate prize claim for PCSO games; Receives, checks and verifies PWAR of lotto agents; Records cancelled tickets report of each agent; Prepares statement of account or payment order form for lost/cancelled tickets; Prepares and submits report required by the management; and Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> Education: Elementary Graduate Experience: none required Training/s: none required Eligibility: Professional Driver's License (MC 10, s. 2013-CAT. IV)

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
26	1041	Administrative Officer III	18	Tawi-Tawi Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch; • Downloads all communications sent thru e-mail and forwards to concerned personnel; • Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key; • Files all approved pass out slip of the personnel • Prepares and file transmittal letter for outgoing documents; • Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits; • Prepares monthly EMAP reports; • Prepares payroll for salaries and allowances and maintain database for loan deduction and payments; • Maintains and updates 201 files; • Facilitates processing of fidelity bond renewal of bonded employees; • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE; • Prepares and submits reports needed by the management; • Records Management and Disposal; and • Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: Two (2) years of relevant experience 3. Training/s: Eight (8) hours of relevant training/s 4. Eligibility: CS (Professional) / Second level eligibility
27	1042	Cashier II	14	Tawi-Tawi Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Responsible for all the cash, cash items and cash in banks of the Branch Office; • Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; • Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: One (1) year relevant experience 3. Training/s: Four (4) hours of relevant training 4. Eligibility: CS (Professional) / First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. Prepares checks for signature for approved disbursement vouchers; Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) Maintains Warrant Register Record for check issued (OF, PF and CF) Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR Safe keeps the checks and accountable forms and prepares monthly inventory reports Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. Prepares and submits reports needed by the management <p style="text-align: center;">(some of ABM functions)</p> <ul style="list-style-type: none"> In charge of the operations in the absence of the AO Alternate signatory for all the documents and reports of the branch office in the absence of the AO <p style="text-align: center;">(AO functions)</p> <ul style="list-style-type: none"> Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch Downloads all communications sent thru e-mail and forwards to concerned personnel Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key Files all approved pass out slip of the personnel 	

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> • Prepares and file transmittal letter for outgoing documents • Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits • Prepares monthly EMAP reports • Prepares payroll for salaries and allowances and maintain database for loan deduction and payments • Maintains and updates 201 files • Facilitates processing of fidelity bond renewal of bonded employees • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE. • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary 	
28	1043	Social Welfare Officer I	11	Tawi-Tawi Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns; • Forwards to Branch Manager cases recommended for approval; • Prepares and submits report needed by the management; and • Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree in Social work 2. Experience: none required 3. Training/s: none required 4. Eligibility: RA 1080
29	1044	Cash Clerk IV	10	Tawi-Tawi Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority); • Remits daily sales to the Cashier including paid/cancelled winning tickets; and • Conducts training with hands- on training to lotto agents and their operators <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> • Records the sales and remittance of agents in the Subsidiary Ledger; 	<ol style="list-style-type: none"> 1. Education: Completion of 2 years studies in College 2. Experience: Two (2) years of relevant experience 3. Training/s: 8 hours of relevant trainings 4. Eligibility: CS (Subprofessional)/ First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> • Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances; • Recommends terminal block-off for late/non-remittance; • Prepares Disbursement Voucher; • Record payment for the Creditors; • Maintain Subsidiary ledger for all the accounts; • Prepares and submits financial reports needed by the management; and • Performs other related duties as may be deemed necessary 	
30	1045	Driver Courier II	6	Tawi-Tawi Branch Office (C)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Performs driving functions; • Maintains the cleanliness and good condition of the vehicle; and • Provides clerical and messenger functions <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> • Process and facilitate prize claim for PCSO games; • Receives, checks and verifies PWAR of lotto agents; • Records cancelled tickets report of each agent; • Prepares statement of account or payment order form for lost/cancelled tickets; • Prepares and submits report required by the management; and • Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> 1. Education: Elementary Graduate 2. Experience: none required 3. Training/s: none required 4. Eligibility: Professional Driver's License (MC 10, s. 2013-CAT. IV)
31	1141	Supply Officer II	14	South Cotabato Branch Office (A)	Mindanao Department / BOS	<ul style="list-style-type: none"> • Computes and issues lotto/keno supplies and other paraphernalia to the agents. Records all issuances of supplies to its individual stock card and prepares monthly report. • Coordinates with the ODM the schedule of hauling lotto supplies • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office 	<ol style="list-style-type: none"> 1. Education: Bachelor's Degree 2. Experience: One (1) year of relevant experience 3. Training/s: Four (4) hours of relevant training 4. Eligibility: CSC (Professional) / Second level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						equipment and office vehicle, leasehold improvement and the likes <ul style="list-style-type: none"> • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary. 	
32	1376	Accountant II	15	General Accounting Division	Accounting and Budget Department / MSS	<ul style="list-style-type: none"> • Prepares Journal Voucher registry and Journal of Checks issued; • Prepares Bank Reconciliation Statements of Accounts/ Cash Accounts held in Trust by the Agency; • Remits amounts withheld from agents; • Issues certifications related to vouchers processed • Prepares all necessary adjustments relative to JCIF, Cash Accounts and Special Ledgers being maintained; and • Performs other related duties as may be deemed necessary. 	1. Education: Bachelor;s Degree in Commerce / Business Adminsitration major in Accounting 2. Experience: One (1) year of relevant experience 3. Training/s: Four (4) hours of relevant training 4. Eligibility: RA 1080
33	1379	Financial Analyst II	15	General Accounting Division	Accounting and Budget Department / MSS	<ul style="list-style-type: none"> • Prepares Journal Voucher Registry-Operating Fund (JVR-OF); • Prepares Cash Receipts and Deposits Journal (CRDJ); • Handles Sweepstakes Ticket Accounts; • Remits amount withheld from suppliers; • Issues Certifications related to vouchers processed; • Prepares all necessary adjustments relative to JCI-OF and CRDJ; and • Performs other related duties as may be deemed necessary 	1. Education: Bachelor's Degree relevant to the job 2. Experience: One (1) year of relevant experience 3. Training/s: Four (4) hours of relevant training 4. Eligibility: CS (Professional)/ Second Level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
34	1464	Communications Development Officer I	11	Public Relations & Corporate Communications Division	Corporate Planning Department	<ul style="list-style-type: none"> Monitors the articles published through the PCSO website and other media and ensures that all data are updated; Coordinates with the Information Officers and Division Chief regarding the updating of articles or information published through the PCSO website and other media; Monitors negative publicities about PCSO in internet forums, including other forms of press releases, and recommends strategies to countermand them; Works hand-in-hand with the Communications Development Officers in developing new strategies to improve the corporate image of PCSO; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Bachelor's Degree relevant to the job Experience: None required Training/s: None required Eligibility: CS (Professional)/ Second Level eligibility
35	1543	Personnel Specialist I	13	Employees Welfare and Benefits Division	Human Resources Department / Administrative Sector	<ul style="list-style-type: none"> Reviews all requests/applications for medical access of employees; Prepares periodic reports regarding employees medical access and outstanding balance with accredited hospitals; Assists in coordinating with accredited hospitals and in monitoring prompt settlement of accounts; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Bachelor's Degree relevant to the job Experience: None required Training/s: None required Eligibility: CS (Professional)/ Second Level eligibility
36	1552	Personnel Specialist II	16	Personnel Relations and Services Division	Human Resources Department / Administrative Sector	<ul style="list-style-type: none"> Assists in facilitating in-house trainings, acts as trainer in the orientation of new employees; Prepares necessary training documents/data relative to the conduct of in-house trainings and other related training programs and activities such as certificates, payroll, budget estimates, etc.; Assists in designing, developing, preparing and updating of training materials, supplies and equipment, such as: training kits, audio-visuals, hand-outs, etc; assists in the orientation training of new entrants in service; 	<ol style="list-style-type: none"> Education: Bachelor's Degree Experience: One (1) year of relevant experience Training/s: Four (4) hours relevant training Eligibility: CS (Professional)/ Second Level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> Coordinates and facilitates the actual implementation and efficient conduct of training programs and other related activities; Maintains records of accredited and competent lecturers/resource persons and keeps updated on their contract address/telephone numbers; Assists in maintaining inventories and safekeeping of training materials supplies and equipment; Inspects the availability and condition of training venues, facilities and equipment prior to the scheduled training program; Assists in administering, coordinating, gathering and evaluation of TNA materials and outputs; Identifies and prioritizes the capability-building needs of the office and ensures relevance of the proposed trainings; and Performs other related duties as may be deemed necessary. 	
37	1599	Draftsman	6	General Services Division	General Services Department / Administrative Sector	<ul style="list-style-type: none"> Prepares sketches of Electrical, Mechanical, Civil and Architectural of plans of Agency projects; Prepares the bill of materials needed in the projects; Coordinates the schedule of building renovation with the head of units of the office affected by the repairs or renovations; Monitors the inflow of requests for services of repairs coming from different departments from inception to satisfactory completion and submits periodic reports thereof; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Completion of 2 years studies in College or High School Graduate with relevant vocational / trade course Experience: None required Training/s: None required Eligibility: CS (Sub-Professional) / Draftsman (MC 10, s. 2013-Cat. II) / First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
38	1609	Driver Mechanic B	7	Motor Pool Section	General Services Division / Administrative Sector	<ul style="list-style-type: none"> Monitors and submits reports with recommendations on the noted mechanical defects of vehicles to the Department Manager; Monitors the upkeep and maintenance of office service vehicles of the Agency at all times; Implements directives for the utilization of service vehicles and coordinates schedules with concerned staff/units/offices; Monitors and prepares/submits reports on the number of official travels done for the month including gasoline consumption; Makes necessary requisition for supplies needed for the vehicles; and Performs other related duties as may be deemed necessary 	<ol style="list-style-type: none"> Education: Highschool Graduate or completion of relevant vocational / trade course Experience: None required Training/s: None required Eligibility: Professional Driver's License (MC 10, s. 2013-Cat. IV)
39	1620	Supply Officer II	16	Procurement Division	General Services Division / Administrative Sector	<ul style="list-style-type: none"> Ensures proper documentation of bid proposals, preparation of bidding documents, agreements, logistics, transportation of all goods and services; Assists in the evaluation of proposals and quotations submitted; Provides liaison between vendors, suppliers and PCSO Management; Documents and prepares bidding documents for a successful conduct of bidding for supply of goods and services; Monitors delivery of ordered supplies, materials, furniture and equipment and ensure that they conform with specifications; Maintain a bidders' list, vendors' file, and such other records needed for the efficient operation of the purchasing function; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Bachelor's Degree Experience: One (1) year of relevant experience Training/s: Four (4) hours relevant training Eligibility: CS (Professional)/ Second Level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
40	1643	Property Appraiser III	18	Office of the Department Manager	Assets and Supply Management Department / Administrative Sector	<ul style="list-style-type: none"> Determines the following: <ul style="list-style-type: none"> ➤ Current fair market value of all properties, including those foreclosed/acquired by the Agency ➤ Reasonable selling prices of foreclosed and/or acquired properties; ➤ Extent of damage of foreclosed and/or acquired properties for purposes of insurance claims; ➤ Cost of repair on damaged of foreclosed and/or acquired properties; Conducts confidential investigations and studies for the Manager to arrive at decisions on the operation aspects of the Department; Establishes and maintains liaison with the GSIS, PNB, DBP and other offices whose functions are interrelated with the Department; Supervises the conduct of physical inventory of all furniture, fixtures and equipment and reconciles data with existing subsidiary ledger; Supervises the preparation of memorandum receipts, correspondences, gate pass, and receipts for all returned equipment; and Performs other related duties as may be deemed necessary. 	<ol style="list-style-type: none"> Education: Bachelor's Degree relevant to the job Experience: Two (2) years of relevant experience Training/s: Eight (8) hours relevant training Eligibility: RA 1080
41	1713	Cash Clerk II	6	Charity Fund Disbursement Division	Treasury Department / Administrative Sector	<ul style="list-style-type: none"> Encodes received and released vouchers per category (IMAP, EMAP, Hospitals, Endowment Fund, Regular Beneficiaries, LGUs & NGOs) and submits the same to the Office of the Treasurer for the preparation of the Daily Cash Position; Prepares Reports of "Ready for Release" Charity checks for IMAP & EMAP (Hospitals) and miscellaneous checks charged to Charity fund; Encodes prepared and released checks; Prepares transmittal letters for all checks to be mailed and to be released; Prepares Notices of availability of checks for Financial Assistance to indigents; 	<ol style="list-style-type: none"> Education: Completion of two (2) years studies in college Experience: None required Training/s: None required Eligibility: CS (Sub-Professional) / First level eligibility

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none">• Entertains follow-ups of financial requests either though phone or personal follow-up;• Helps in the preparation of monthly accountability reports; and• Performs other related duties as may be deemed necessary.	