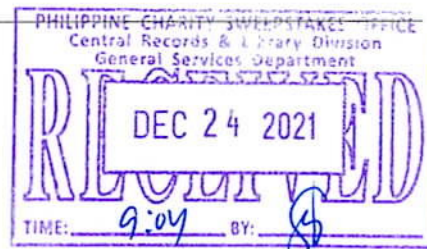




MO No. 2021-357

OFFICE OF THE GENERAL MANAGER

MEMORANDUM NO. 12-DEGM-464



TO : All Qualified PCSO Organic and Non-Organic Personnel

THRU : All Assistant General Managers
All Department Managers and Branch Heads

FROM : The Vice Chairperson and General Manager

SUBJECT : **Extension on the Deadline of Submission of Applications for All Unfilled Published Positions**

DATE : 20 December 2021

1. Reference: Section 29, Rule VII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (2017 ORA OHRA) on the Publication and Posting of Vacant Positions;

2. The Human Resources Department (HRD) conducted an inventory of unfilled positions based on the previous publications of vacant positions and was able to identify a total of two hundred sixty-five (265) unfilled positions (Annex A), due to the following reasons:

- a. No applicants for the positions;
- b. No qualified applicants for the positions; and
- c. No applicants passed the HRMPSB assessment process.

3. Relative thereto, all interested and qualified applicants may signify their interest in writing addressed to the undersigned and attach the following documents to the application letter not later than **31 December 2021**:

- a. 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);
- b. Fully accomplished Work Experience Sheet with signature;
- c. Performance rating **in the last rating period** (if applicable);
- d. Photocopy of certificate of eligibility/board rating/valid license;
- e. 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
- f. School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education);
- g. Photocopy of certificate of Learning & Development (L&D) interventions / training programs attended; and

- h. 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***

4. 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.
- **Qualified applicants who wish to apply for promotion involving quantum leap (more than three salary grades) shall secure justification from their respective department heads, per section 97, Rule IX of the 2017 ORA OHRA.**

5. All qualified applicants are advised to hand in or mail their applications to:

The Human Resources Department
Philippine Charity Sweepstakes Office
Sun Plaza Building, 1507
Princeton Street Corner Shaw Boulevard
Mandaluyong City

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

6. Finally, all Branch Managers / Heads are instructed to post the vacant positions in conspicuous places of the branch office, city / municipal halls and bulletin boards to encourage more applicants.

7. For information and guidance.

SIGNED

ROYINA MARZAN GARMA

ANNEX A

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|---------------------------------------|---------------------------------|--|--|--|---|
| 1 | Fiscal Controller II | 1397 | 15 | ACCOUNTING AND BUDGET DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 2 | Financial Analyst II | 1403 | 15 | ACCOUNTING AND BUDGET DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 3 | Warehouseman III | 1652 | 11 | ASSETS & SUPPLY MANAGEMENT DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 4 | Warehouseman III | 1662 | 11 | ASSETS & SUPPLY MANAGEMENT DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 5 | Technical Assistant A | 1637 | 22 | ASSETS & SUPPLY MANAGEMENT DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree | 24 hours of relevant training | 4 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 6 | Supply Officer IV | 1653 | 22 | ASSETS & SUPPLY MANAGEMENT DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 7 | Property Appraiser II | 1645 | 15 | ASSETS & SUPPLY MANAGEMENT DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | RA 1080 |
| 8 | Division Chief III | 1446 | 24 | CORPORATE PLANNING DEPARTMENT | March 26, 2021 to April 5, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | 4 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 9 | Development Management Officer III | 1449 | 18 | CORPORATE PLANNING DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 10 | Senior Communications Development Officer | 1473 | 18 | CORPORATE PLANNING DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---|--------------------|------------------------|-------------------------------|-------------------------------------|--|-------------------------------|--|---|
| 11 | Creative Arts Specialist III | 1475 | 18 | CORPORATE PLANNING DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 12 | Creative Arts Specialist II | 1478 | 15 | CORPORATE PLANNING DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 13 | Senior Communications Development Officer | 124 | 18 | GAMING TECHNOLOGY DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 14 | Draw Equipment Maintenance Assistant | 176 | 10 | GAMING TECHNOLOGY DEPARTMENT | January 29, 2021 - February 9, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of experience in proper maintenance of draw equipments | CS (Subprofessional)/ First Level Eligibility |
| 15 | Artist Illustrator III | 184 | 11 | GAMING TECHNOLOGY DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Illustrator (MC 10, s. 2003 Cat. II) /First Level Eligibility |
| 16 | Draw Equipment Maintenance Specialist III | 171 | 18 | GAMING TECHNOLOGY DEPARTMENT | January 29, 2021 - February 9, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of experience in proper maintenance of draw equipments | CS (Professional)/ Second Level Eligibility |
| 17 | Project Evaluation Officer IV | 178 | 22 | GAMING TECHNOLOGY DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 18 | Draw Operations Officer I | 162 | 13 | GAMING TECHNOLOGY DEPARTMENT | January 29, 2021 - February 9, 2021 | Bachelor's degree | None required | None required | CS (Professional)/ Second Level Eligibility |
| 19 | Draw Operations Officer II | 160 | 15 | GAMING TECHNOLOGY DEPARTMENT | January 29, 2021 - February 9, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|-------------------------------|--------------------|------------------------|-----------------------------|--------------------------------------|--|---|--|---|
| 20 | Project Manager I | 1559 | 25 | GENERAL SERVICES DEPARTMENT | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 21 | Security Officer II | 1573 | 15 | GENERAL SERVICES DEPARTMENT | July 8, 2021 to July 19, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 22 | Security Officer II | 1571 | 15 | GENERAL SERVICES DEPARTMENT | February 22, 2021 to March 3, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 23 | Security Officer II | 1572 | 15 | GENERAL SERVICES DEPARTMENT | February 22, 2021 to March 3, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 24 | Carpenter II | 1594 | 5 | GENERAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | Carpenter (MC 10, s. 2013-Cat II) |
| 25 | Carpenter I | 1595 | 3 | GENERAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | High School Graduate or Completion of relevant vocational/trade course | None required | None required | Carpenter (MC 10, s. 2013-Cat II) |
| 26 | Buyer III | 1624 | 9 | GENERAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 27 | Automotive Electrical Foreman | 1603 | 14 | GENERAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | High School Graduate or Completion of relevant vocational/trade course | 16 hours of relevant training | 3 years of relevant experience | Automotive Electrician (MC 10, s. 2013 -(Cat. II) |

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|-----|------------------------------------|--------------------|------------------------|--|--------------------------------------|--|--|---|---|
| 28 | Material Planning Services Chief | 1561 | 22 | GENERAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 24 hours of relevant training | 4 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 29 | Security Officer II | 1574 | 15 | GENERAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 30 | Senior Personnel Specialist | 1535 | 19 | HUMAN RESOURCES DEPARTMENT | July 8, 2021 to July 19, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 31 | Senior Personnel Specialist | 1537 | 19 | HUMAN RESOURCES DEPARTMENT | July 8, 2021 to July 19, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 32 | Information Technology Officer III | 1510 | 24 | INFORMATION TECHNOLOGY SERVICES DEPARTMENT | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | 4 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 33 | Internal Auditor IV | 72 | 22 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of training relevant to the job | 3 years of relevant experience | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA) |
| 34 | Internal Auditor IV | 63 | 22 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of training relevant to the job | 3 years of relevant experience | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with CISA |
| 35 | Internal Auditor V | 71 | 24 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Master's degree relevant to the job | 24 hours of training in management and supervision | 4 years in positions involving management and supervision including at least 2 years in audit | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA) |

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|-----|------------------------------|--------------------|------------------------|------------------------------------|--------------------------------------|--|------------------------------|--------------------------------|---|
| 36 | Internal Auditor III | 71 | 18 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA) |
| 37 | Internal Auditor III | 75 | 18 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA) |
| 38 | Internal Auditor III | 76 | 18 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA) |
| 39 | Internal Auditor II | 79 | 15 | INTERNAL AUDIT SERVICES | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA) |
| 40 | Stenographer II | 92 | 6 | LEGAL DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | None required | None required | CS (Subprofessional)/First Level Eligibility |
| 41 | Medical Officer IV | 1319 | 20 | MEDICAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | Doctor of Medicine | 4 hours of relevant training | 1 year of relevant experience | RA 1080 |
| 42 | Medical Officer IV | 1320 | 20 | MEDICAL SERVICES DEPARTMENT | March 26, 2021 to April 5, 2021 | Doctor of Medicine | 4 hours of relevant training | 1 year of relevant experience | RA 1080 |
| 43 | Medical Officer IV | 1318 | 20 | MEDICAL SERVICES DEPARTMENT | August 25, 2021 to September 6, 2021 | Doctor of Medicine | 4 hours of relevant training | 1 year of relevant experience | RA 1080 |
| 44 | Dental Hygienist | 1327 | 10 | MEDICAL SERVICES DEPARTMENT | August 25, 2021 to September 6, 2021 | Bachelor's degree relevant to the job | None required | None required | CS (Professional)/ Second Level Eligibility |
| 45 | Senior Management Specialist | 329 | 19 | NATIONAL CAPITAL REGION DEPARTMENT | July 7, 2021 to July 18, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---------------------------------------|--------------------|------------------------|--|--------------------------------------|--|-------------------------------|--|---|
| 46 | Accounts Management Specialist | 334 | 15 | NATIONAL CAPITAL REGION DEPARTMENT | July 7, 2021 to July 18, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 47 | Information Technology Officer II | 295 | 22 | NATIONAL CAPITAL REGION DEPARTMENT | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 48 | Communications Equipment Inspector II | 308 | 11 | NATIONAL CAPITAL REGION DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 49 | Communications Equipment Inspector II | 309 | 11 | NATIONAL CAPITAL REGION DEPARTMENT | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 50 | Game Equipment Maintenance Specialist | 313 | 18 | NATIONAL CAPITAL REGION DEPARTMENT | August 25, 2021 to September 6, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of experience in proper maintenance of game equipments | CS (Professional)/ Second Level Eligibility |
| 51 | Information Technology Officer I | 49 | 19 | OFFICE OF THE GENERAL MANAGER-Data Security Division - | August 25, 2021 to September 6, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 52 | Information Systems Analyst III | 50 | 19 | OFFICE OF THE GENERAL MANAGER-Data Security Division - | August 25, 2021 to September 6, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 53 | Information Systems Analyst III | 53 | 19 | OFFICE OF THE GENERAL MANAGER-Data Security Division - | August 25, 2021 to September 6, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 55 | Senior Marketing Specialist | 198 | 18 | PRODUCT & STANDARD DEVELOPMENT DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|-------------------------------------|--------------------|------------------------|---|-------------------------------------|--|---|--|---|
| 56 | Senior Marketing Specialist | 199 | 18 | PRODUCT & STANDARD DEVELOPMENT DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 57 | Statistician IV | 194 | 22 | PRODUCT & STANDARD DEVELOPMENT DEPARTMENT-Main Office | January 29, 2021 - February 9, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 58 | Division Chief III | 224 | 24 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | 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 |
| 59 | Printing Machine Operator III | 248 | 9 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | High School Graduate | 4 hours of relevant training | 1 year of relevant experience | Printing Machine Operator/ (MC 10, s. 2013-Cat. II) |
| 60 | Supply Officer III | 226 | 18 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 61 | Supply Officer II | 230 | 14 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 62 | Creative Arts Specialist III | 235 | 18 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 63 | Creative Arts Specialist II | 236 | 15 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 64 | Printing Quality Control Officer II | 237 | 14 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|--|--------------------|------------------------|---|--------------------------------------|--|-------------------------------|--------------------------------|---|
| 65 | Printing Quality Control Officer II | 263 | 14 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 66 | Sweepstakes/Lottery Operations Officer III | 267 | 15 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 67 | Printing Quality Inspector III | 269 | 9 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 68 | Technical Assistant A | 219 | 22 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 24 hours of relevant training | 4 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 69 | Technical Assistant B | 220 | 20 | SECURITY PRINTING & PRODUCTION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years relevant experience | CS (Professional)/ Second Level Eligibility |
| 70 | Supply Officer III | 227 | 18 | SECURITY PRINTING & PRODUCTION DEPARTMENT | August 25, 2021 to September 6, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 71 | Chief Pressman | 239 | 18 | SECURITY PRINTING & PRODUCTION DEPARTMENT | August 25, 2021 to September 6, 2021 | High School Graduate | 24 hours of relevant training | 4 years of relevant experience | Pressman/ (MC 10, s. 2013-Cat. II) |
| 72 | Printing Machine Operator IV | 245 | 11 | SECURITY PRINTING & PRODUCTION DEPARTMENT | August 25, 2021 to September 6, 2021 | High School Graduate | 8 hours of relevant training | 2 years of relevant experience | Printing Machine Operator/ (MC 10, s. 2013-Cat. II) |
| 73 | Sr. Sweepstakes/Lottery Operations Officer | 264 | 18 | SECURITY PRINTING & PRODUCTION DEPARTMENT | August 25, 2021 to September 6, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 74 | Cashier II | 1720 | 14 | TREASURY DEPARTMENT | July 7, 2021 to July 18, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 75 | Cashier II | 1695 | 14 | TREASURY DEPARTMENT | August 25, 2021 to September 6, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---|--------------------|------------------------|--------------------------------------|--------------------------------------|--|---|--|---|
| 76 | Branch Manager | 1135 | 25 | MINDANAO DEPARTMENT | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 77 | Administrative Officer III | 1180 | 18 | MINDANAO DEPARTMENT | July 7, 2021 to July 18, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 78 | Electronics & Communications Equipment Technician III | 1183 | 11 | MINDANAO DEPARTMENT-Agusan Del Norte | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 79 | Electronics & Communications Equipment Technician III | 1053 | 11 | MINDANAO DEPARTMENT-Bukidnon | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 80 | Asst. Branch Manager | 1047 | 24 | MINDANAO DEPARTMENT-BUKIDNON BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 81 | Driver Courier II | 1096 | 6 | MINDANAO DEPARTMENT-Camaguin | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 82 | Social Welfare Officer I | 1094 | 11 | MINDANAO DEPARTMENT-Camaguin | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 83 | Cashier II | 1093 | 14 | MINDANAO DEPARTMENT-Camaguin | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|----------------------------|--------------------|------------------------|--|--------------------------------------|--|------------------------------|------------------------------|--|
| 84 | Cash Clerk IV | 1095 | 10 | MINDANAO DEPARTMENT-Camaguin | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 85 | Administrative Officer III | 1092 | 18 | MINDANAO DEPARTMENT-Camaguin | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/Second Level Eligibility |
| 86 | Administrative Officer III | 1125 | 18 | MINDANAO DEPARTMENT-Compostela Valley (Davao De Oro - R.A No. 11297) | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/Second Level Eligibility |
| 87 | Cash Clerk IV | 1128 | 10 | MINDANAO DEPARTMENT-Compostela Valley (Davao De Oro - R.A No. 11297) | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 88 | Social Welfare Officer I | 1127 | 11 | MINDANAO DEPARTMENT-Compostela Valley (Davao De Oro - R.A No. 11297) | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 89 | Social Welfare Officer I | 1120 | 11 | MINDANAO DEPARTMENT-Davao Del Norte | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 90 | Driver Courier II | 1123 | 6 | MINDANAO DEPARTMENT-Davao Del Norte | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 91 | Cash Clerk IV | 1122 | 10 | MINDANAO DEPARTMENT-DAVAO DEL NORTE BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 92 | Social Welfare Officer II | 1107 | 15 | MINDANAO DEPARTMENT-Davao Del Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | 4 hours of relevant training | 1 yr of relevant experience | RA 1080 |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|--------------------------------------|--------------------|------------------------|-------------------------------------|---------------------------------|--|------------------------------|--------------------------------|--|
| 93 | Communications Equipment Operator IV | 996 | 11 | MINDANAO DEPARTMENT-Davao Del Sur | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Communications Equipment Operator (MC 10, s. 2013-Cat. II) |
| 94 | Secretary II | 983 | 9 | MINDANAO DEPARTMENT-Davao Del Sur | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 95 | Cashier II | 1131 | 14 | MINDANAO DEPARTMENT-Davao Oriental | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/Second Level Eligibility |
| 96 | Cash Clerk IV | 1133 | 10 | MINDANAO DEPARTMENT-Davao Oriental | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 97 | Cashier II | 1205 | 14 | MINDANAO DEPARTMENT-Dinagat Islands | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/Second Level Eligibility |
| 98 | Cash Clerk IV | 1207 | 10 | MINDANAO DEPARTMENT-Dinagat Islands | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 99 | Cashier III | 1077 | 18 | MINDANAO DEPARTMENT-Lanao Del Norte | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/Second Level Eligibility |
| 100 | Social Welfare Officer I | 1079 | 11 | MINDANAO DEPARTMENT-Lanao Del Norte | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 101 | Cash Clerk IV | 1081 | 10 | MINDANAO DEPARTMENT-Lanao Del Norte | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 102 | Social Welfare Officer I | 1099 | 11 | MINDANAO DEPARTMENT-Lanao Del Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|-----------------------------------|---------------------------------|--|-------------------------------|--------------------------------|---|
| 103 | Cash Clerk IV | 1100 | 10 | MINDANAO DEPARTMENT-Lanao Del Sur | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 104 | Driver Courier II | 1101 | 6 | MINDANAO DEPARTMENT-Lanao Del Sur | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 105 | Administrative Officer III | 1097 | 18 | MINDANAO DEPARTMENT-Lanao Del Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/Second Level Eligibility |
| 106 | Cashier II | 1098 | 14 | MINDANAO DEPARTMENT-Lanao Del Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/Second Level Eligibility |
| 107 | Electronics & Communications Equipment Technician III | 1162 | 11 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 108 | Cash Clerk IV | 1163 | 10 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 109 | Driver Courier II | 1164 | 6 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 110 | Financial and Management Officer I | 1158 | 22 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/Second Level Eligibility |
| 111 | Administrative Officer I | 1160 | 11 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Bachelor's Degree | None required | None required | CS (Professional)/Second Level Eligibility |
| 112 | Social Welfare Officer I | 1161 | 11 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|---|--------------------------------------|--|---|--|---|
| 113 | Cashier III | 1159 | 18 | MINDANAO DEPARTMENT-Maguindanao | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 114 | Electronics & Communications Equipment Technician III | 1088 | 11 | MINDANAO DEPARTMENT-Misamis Occidental | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 115 | Cashier IV | 1064 | 22 | MINDANAO DEPARTMENT-Misamis Oriental | March 26, 2021 to April 5, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 116 | Administrative Officer III | 1065 | 18 | MINDANAO DEPARTMENT-Misamis Oriental | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 117 | Branch Manager | 1061 | 25 | MINDANAO DEPARTMENT-MISAMIS ORIENTAL BRANCH | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 118 | Cash Clerk IV | 1072 | 10 | MINDANAO DEPARTMENT-MISAMIS ORIENTAL BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 119 | Financial and Management Officer I | 1150 | 22 | MINDANAO DEPARTMENT-North Cotabato | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 120 | Cash Clerk IV | 1155 | 10 | MINDANAO DEPARTMENT-North Cotabato | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 121 | Cashier III | 1151 | 18 | MINDANAO DEPARTMENT-North Cotabato | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 122 | Social Welfare Officer I | 1153 | 11 | MINDANAO DEPARTMENT-North Cotabato | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|------------------------------------|---------------------------------|--|------------------------------|--------------------------------|---|
| 123 | Electronics & Communications Equipment Technician III | 1154 | 11 | MINDANAO DEPARTMENT-North Cotabato | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 124 | Administrative Officer III | 1166 | 18 | MINDANAO DEPARTMENT-Sarangani | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 125 | Cashier II | 1167 | 14 | MINDANAO DEPARTMENT-Sarangani | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 126 | Social Welfare Officer I | 1168 | 11 | MINDANAO DEPARTMENT-Sarangani | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 127 | Cash Clerk IV | 1169 | 10 | MINDANAO DEPARTMENT-Sarangani | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 128 | Driver Courier II | 1170 | 6 | MINDANAO DEPARTMENT-Sarangani | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 129 | Electronics & Communications Equipment Technician III | 1142 | 11 | MINDANAO DEPARTMENT-South Cotabato | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 130 | Clerk IV | 1147 | 8 | MINDANAO DEPARTMENT-South Cotabato | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 131 | Social Welfare Officer II | 1140 | 15 | MINDANAO DEPARTMENT-South Cotabato | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | 4 hours of relevant training | 1 yr of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---|--------------------|------------------------|--|--------------------------------------|--|-------------------------------|--------------------------------|---|
| 132 | Bookkeeper III | 1143 | 10 | MINDANAO DEPARTMENT-South Cotabato | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility |
| 133 | Cash Clerk IV | 1174 | 10 | MINDANAO DEPARTMENT-Sultan Kudarat | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 134 | Cashier II | 1172 | 14 | MINDANAO DEPARTMENT-Sultan Kudarat | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 135 | Social Welfare Officer I | 1173 | 11 | MINDANAO DEPARTMENT-Sultan Kudarat | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 136 | Administrative Officer III | 1171 | 18 | MINDANAO DEPARTMENT-Sultan Kudarat | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 137 | Financial & Management Officer I | 1191 | 22 | MINDANAO DEPARTMENT-Surigao Del Norte | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 138 | Electronics & Communications Equipment Technician III | 1195 | 11 | MINDANAO DEPARTMENT-SURIGAO DEL NORTE BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 139 | Cashier II | 1210 | 14 | MINDANAO DEPARTMENT-Surigao Del Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 140 | Financial & Management Officer I | 1015 | 22 | MINDANAO DEPARTMENT-Zamboanga Del Norte | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 141 | Cash Clerk IV | 1020 | 10 | MINDANAO DEPARTMENT-Zamboanga Del Norte | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |

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|-----|---|--------------------|------------------------|--|---------------------------------|--|------------------------------|--------------------------------|---|
| 142 | Administrative Officer I | 1017 | 11 | MINDANAO DEPARTMENT- Zamboanga Del Norte | March 26, 2021 to April 5, 2021 | Bachelor's Degree | None required | None required | CS (Professional)/ Second Level Eligibility |
| 143 | Social Welfare Officer II | 1005 | 15 | MINDANAO DEPARTMENT- Zamboanga Del Sur | July 7, 2021 to July 18, 2021 | Bachelor's degree in Social Work | 4 hours of relevant training | 1 yr of relevant experience | RA 1080 |
| 144 | Supply Officer II | 1006 | 14 | MINDANAO DEPARTMENT- Zamboanga Del Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 145 | Cashier III | 1024 | 18 | MINDANAO DEPARTMENT- Zamboanga Sibugay | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 146 | Electronics & Communications Equipment Technician III | 1027 | 11 | MINDANAO DEPARTMENT- Zamboanga Sibugay | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 147 | Driver Courier II | 1029 | 6 | MINDANAO DEPARTMENT- Zamboanga Sibugay | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 148 | Social Welfare Officer I | 1026 | 11 | MINDANAO DEPARTMENT- Zamboanga Sibugay | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 149 | Social Welfare Officer I | 388 | 11 | NORTHERN & CENTRAL LUZON DEPARTMENT-Abra | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 150 | Administrative Officer III | 386 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-Abra | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 151 | Administrative Officer III | 447 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-Apayao | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 152 | Cashier II | 448 | 14 | NORTHERN & CENTRAL LUZON DEPARTMENT-Apayao | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---|--------------------|------------------------|---|--------------------------------------|--|--|--|---|
| 153 | Social Welfare Officer I | 449 | 11 | NORTHERN & CENTRAL LUZON DEPARTMENT-Apayao | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 154 | Cashier II | 448 | 14 | NORTHERN & CENTRAL LUZON DEPARTMENT-Apayao Branch | July 7, 2021 to July 18, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 155 | Electronics & Communications Equipment Technician III | 502 | 11 | NORTHERN & CENTRAL LUZON DEPARTMENT-Bataan | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 156 | Cash Clerk IV | 506 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-Bataan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 157 | Clerk IV | 507 | 8 | NORTHERN & CENTRAL LUZON DEPARTMENT-Bataan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 158 | Cash Clerk IV | 504 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-Bataan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 159 | Asst. Branch Manager | 496 | 24 | NORTHERN & CENTRAL LUZON DEPARTMENT-BATAAN BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 160 | Driver Courier II | 489 | 6 | NORTHERN & CENTRAL LUZON DEPARTMENT-Batanes | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 161 | Cashier IV | 513 | 22 | NORTHERN & CENTRAL LUZON DEPARTMENT-Bulacan | March 26, 2021 to April 5, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---|--------------------|------------------------|--|--------------------------------------|--|--|--|---|
| 162 | Clerk IV | 522 | 8 | NORTHERN & CENTRAL LUZON DEPARTMENT-Bulacan | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 163 | Cashier IV | 435 | 22 | NORTHERN & CENTRAL LUZON DEPARTMENT-Cagayan | March 26, 2021 to April 5, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/Second Level Eligibility |
| 164 | Asst. Branch Manager | 433 | 24 | NORTHERN & CENTRAL LUZON DEPARTMENT-CAGAYAN BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility |
| 165 | Administrative Officer III | 480 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-Ifugao | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/Second Level Eligibility |
| 166 | Cashier III | 420 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-La Union Branch | July 7, 2021 to July 18, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/Second Level Eligibility |
| 167 | Cash Clerk IV | 394 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-MOUNTAIN PROVINCE BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 168 | Accounting Analyst | 369 | 11 | NORTHERN & CENTRAL LUZON DEPARTMENT | August 25, 2021 to September 6, 2021 | Bachelor's degree relevant to the job | None required | None required | CS (Professional)/Second Level Eligibility |
| 169 | Electronics & Communications Equipment Technician III | 532 | 11 | NORTHERN & CENTRAL LUZON DEPARTMENT-Nueva Ecija | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 170 | Cash Clerk IV | 535 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-NUEVA ECIJA BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |

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|-----|----------------------------|--------------------|------------------------|--|--------------------------------------|--|---|--|--|
| 171 | Branch Manager | 525 | 25 | NORTHERN & CENTRAL LUZON DEPARTMENT-NUEVA ECIJA BRANCH | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 172 | Bookkeeper III | 533 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-NUEVA ECIJA BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 173 | Cashier III | 473 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-Nueva Vizcaya | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 174 | Cash Clerk IV | 556 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-Pampanga | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 175 | Cash Clerk IV | 554 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-Pampanga | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 176 | Cash Clerk IV | 555 | 10 | NORTHERN & CENTRAL LUZON DEPARTMENT-PAMPANGA BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 177 | Branch Manager | 396 | 25 | NORTHERN & CENTRAL LUZON DEPARTMENT-PANGASINAN BRANCH | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 178 | Social Welfare Officer I | 492 | 11 | NORTHERN & CENTRAL LUZON DEPARTMENT-Quirino | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 179 | Administrative Officer III | 564 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-Tarlac Branch | July 7, 2021 to July 18, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|----------------------------|--------------------|------------------------|---|--------------------------------------|--|--|--|--|
| 180 | Administrative Officer III | 579 | 18 | NORTHERN & CENTRAL LUZON DEPARTMENT-Zambales Branch | July 7, 2021 to July 18, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 181 | Cashier IV | 578 | 22 | NORTHERN & CENTRAL LUZON DEPARTMENT-Zambales Branch | July 7, 2021 to July 18, 2021 | Bachelor's degree | 16 hours of relevant training | 3 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 182 | Cashier IV | 759 | 22 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Albay Branch | July 7, 2021 to July 18, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 183 | Asst. Branch Manager | 757 | 24 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-ALBAY BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 184 | Bookkeeper III | 764 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-ALBAY BRANCH | August 25, 2021 to September 6, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 185 | Cash Clerk IV | 651 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Batangas | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 186 | Asst. Branch Manager | 641 | 24 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-BATANGAS BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 187 | Cashier III | 749 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-CAMARINES NORTE BRANCH | August 25, 2021 to September 6, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |

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|-----|---|--------------------|------------------------|---|--------------------------------------|--|---|--|---|
| 188 | Cash Clerk IV | 744 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Camarines Sur | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 189 | Clerk IV | 745 | 8 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Camarines Sur | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 190 | Administrative Officer III | 784 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Camarines Sur | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 191 | Electronics & Communications Equipment Technician III | 740 | 11 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Camarines Sur | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 192 | Branch Manager | 733 | 25 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-CAMARINES SUR BRANCH | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 193 | Asst. Branch Manager | 734 | 24 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-CAMARINES SUR BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 194 | Branch Manager | 625 | 25 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-CAVITE BRANCH | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|--|--------------------------------------|--|--|--|---|
| 195 | Asst. Branch Manager | 626 | 24 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-CAVITE BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 196 | Cash Clerk IV | 619 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Laguna | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 197 | Clerk IV | 622 | 8 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Laguna | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 198 | Administrative Officer II | 602 | 15 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Main Office | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 199 | Electronics & Communications Equipment Technician III | 684 | 11 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Marinduque | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 200 | Cashier III | 681 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Marinduque | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 201 | Administrative Officer I | 682 | 11 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Marinduque | March 26, 2021 to April 5, 2021 | Bachelor's Degree | None required | None required | CS (Professional)/ Second Level Eligibility |
| 202 | Administrative Officer III | 779 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Masbate | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|----------------------------|--------------------|------------------------|---|---------------------------------|--|------------------------------|--------------------------------|--|
| 203 | Cashier II | 780 | 14 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Masbate | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 204 | Administrative Officer III | 655 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Occidental Mindoro | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 205 | Cashier II | 656 | 14 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Occidental Mindoro | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 206 | Cash Clerk IV | 714 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Oriental Mindoro | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 207 | Clerk IV | 715 | 8 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Oriental Mindoro | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 208 | Bookkeeper III | 711 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Oriental Mindoro | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 209 | Cash Clerk IV | 713 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Oriental Mindoro | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 210 | Bookkeeper III | 726 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Palawan | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|----------------------------|--------------------|------------------------|---|--------------------------------------|--|---|--|--|
| 211 | Cash Clerk IV | 728 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Palawan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 212 | Cash Clerk IV | 729 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Palawan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 213 | Clerk IV | 730 | 8 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Palawan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 214 | Cash Clerk IV | 727 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Palawan | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 215 | Branch Manager | 718 | 25 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-PALAWAN BRANCH | August 25, 2021 to September 6, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/Second Level Eligibility |
| 216 | Asst. Branch Manager | 719 | 24 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-PALAWAN BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility |
| 217 | Asst. Branch Manager | 666 | 24 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-QUEZON BRANCH | August 25, 2021 to September 6, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility |
| 218 | Administrative Officer III | 669 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-QUEZON BRANCH | August 25, 2021 to September 6, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/Second Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|---|--------------------------------------|--|-------------------------------|--------------------------------|---|
| 219 | Social Welfare Officer II | 693 | 15 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Rizal | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | 4 hours of relevant training | 1 yr of relevant experience | CS (Professional)/ Second Level Eligibility |
| 220 | Administrative Officer III | 692 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-RIZAL BRANCH | August 25, 2021 to September 6, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 221 | Social Welfare Officer I | 662 | 11 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Romblon | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 222 | Cash Clerk IV | 663 | 10 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Romblon | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 223 | Cashier III | 772 | 18 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Sorsogon | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 224 | Financial & Management Officer I | 771 | 22 | SOUTHERN TAGALOG & BICOL REGION DEPARTMENT-Sorsogon | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 225 | Electronics & Communications Equipment Technician III | 830 | 11 | VISAYAS DEPARTMENT-Aklan | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|--|---------------------------------|--|--|--|---|
| 226 | Electronics & Communications Equipment Technician III | 838 | 11 | VISAYAS DEPARTMENT-Antique | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 227 | Financial & Management Officer I | 935 | 22 | VISAYAS DEPARTMENT-Biliran | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 228 | Electronics & Communications Equipment Technician III | 939 | 11 | VISAYAS DEPARTMENT-Biliran | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 229 | Supply Officer II | 876 | 14 | VISAYAS DEPARTMENT-Bohol | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 230 | Assistant Branch Manager | 871 | 24 | VISAYAS DEPARTMENT-Bohol Branch Office | July 7, 2021 to July 18, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 231 | Driver Courier II | 848 | 6 | VISAYAS DEPARTMENT-Capiz Branch Office | July 7, 2021 to July 18, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 232 | Computer Operator IV | 806 | 14 | VISAYAS DEPARTMENT-Cebu | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 16 hours of relevant training | 3 years of relevant experience | CS (Subprofessional)/Data Encoder (MC 3, s. 2008)First Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|----------------------------|--------------------|------------------------|---------------------------------------|---------------------------------|--|--|--|--|
| 233 | Accounting Analyst | 809 | 11 | VISAYAS DEPARTMENT-Cebu | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | None required | None required | CS (Professional)/ Second Level Eligibility |
| 234 | Cashier IV | 888 | 22 | VISAYAS DEPARTMENT-Cebu | March 26, 2021 to April 5, 2021 | Bachelor's degree | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 235 | Administrative Officer III | 889 | 18 | VISAYAS DEPARTMENT-Cebu | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 236 | Division Chief III | 797 | 24 | VISAYAS DEPARTMENT-Cebu | March 26, 2021 to April 5, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention | 4 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility |
| 237 | Cashier III | 801 | 18 | VISAYAS DEPARTMENT-Cebu | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 238 | Assistant Branch Manager | 886 | 24 | VISAYAS DEPARTMENT-Cebu Branch Office | July 7, 2021 to July 18, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |
| 239 | Cash Clerk IV | 977 | 10 | VISAYAS DEPARTMENT-Eastern Samar | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 240 | Administrative Officer III | 974 | 18 | VISAYAS DEPARTMENT-Eastern Samar | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 241 | Cash Clerk IV | 853 | 10 | VISAYAS DEPARTMENT-Guimaras | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 242 | Administrative Officer III | 850 | 18 | VISAYAS DEPARTMENT-Guimaras | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|--------------------------|--------------------|------------------------|--|---------------------------------|--|---|--|--|
| 243 | Branch Manager | 811 | 25 | VISAYAS DEPARTMENT-Iloilo Branch Office | July 7, 2021 to July 18, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/Second Level Eligibility |
| 244 | Bookkeeper III | 928 | 10 | VISAYAS DEPARTMENT-Leyte | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 245 | Clerk IV | 932 | 8 | VISAYAS DEPARTMENT-Leyte | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 246 | Assistant Branch Manager | 921 | 24 | VISAYAS DEPARTMENT-Leyte Branch Office | July 7, 2021 to July 18, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility |
| 247 | Branch Manager | 920 | 25 | VISAYAS DEPARTMENT-Leyte Branch Office | July 7, 2021 to July 18, 2021 | Master's degree OR Certificate in Leadership and Management from the CSC | 120 hours of supervisory/management learning and development intervention | 5 years of supervisory/management experience | CS (Professional)/Second Level Eligibility |
| 248 | Cash Clerk IV | 948 | 10 | VISAYAS DEPARTMENT-Negros Occidental Branch Office | July 7, 2021 to July 18, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 249 | Cash Clerk IV | 910 | 10 | VISAYAS DEPARTMENT-Negros Oriental | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 250 | Driver Courier II | 972 | 6 | VISAYAS DEPARTMENT-Northern Samar | March 26, 2021 to April 5, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|---|---------------------------------|--|------------------------------|--------------------------------|---|
| 251 | Electronics & Communications Equipment Technician III | 970 | 11 | VISAYAS DEPARTMENT-Northern Samar | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 252 | Administrative Officer I | 968 | 11 | VISAYAS DEPARTMENT-Northern Samar Branch Office | July 7, 2021 to July 18, 2021 | Bachelor's Degree | None required | None required | CS (Professional)/ Second Level Eligibility |
| 253 | Driver II | 810 | 3 | VISAYAS DEPARTMENT-Office of the Department Manager | July 7, 2021 to July 18, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 254 | Cashier II | 916 | 14 | VISAYAS DEPARTMENT-Siquijor | March 26, 2021 to April 5, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 255 | Social Welfare Officer I | 917 | 11 | VISAYAS DEPARTMENT-Siquijor | March 26, 2021 to April 5, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 256 | Cash Clerk IV | 918 | 10 | VISAYAS DEPARTMENT-Siquijor | March 26, 2021 to April 5, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |
| 257 | Driver Courier II | 919 | 6 | VISAYAS DEPARTMENT-Siquijor Branch Office | July 7, 2021 to July 18, 2021 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) |
| 258 | Cashier II | 916 | 14 | VISAYAS DEPARTMENT-Siquijor Branch Office | July 7, 2021 to July 18, 2021 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility |
| 259 | Social Welfare Officer I | 917 | 11 | VISAYAS DEPARTMENT-Siquijor Branch Office | July 7, 2021 to July 18, 2021 | Bachelor's degree in Social Work | None required | None required | RA 1080 |
| 260 | Cash Clerk IV | 918 | 10 | VISAYAS DEPARTMENT-Siquijor Branch Office | July 7, 2021 to July 18, 2021 | Completion of 2 yrs studies in college | 8 hours of relevant training | 2 yrs of relevant experience | CS (Subprofessional)/First Level Eligibility |

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Place of Assignment | Date of Publication | CSC QUALIFICATION EDUCATION | CSC QUALIFICATION TRAINING | CSC QUALIFICATION EXPERIENCE | CSC QUALIFICATION ELIGIBILITY |
|-----|---|--------------------|------------------------|--|---------------------------------|--|--|--|---|
| 261 | Financial & Management Officer I | 943 | 22 | VISAYAS DEPARTMENT-Southern Leyte | March 26, 2021 to April 5, 2021 | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 262 | Cashier III | 944 | 18 | VISAYAS DEPARTMENT-Southern Leyte | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility |
| 263 | Electronics & Communications Equipment Technician III | 958 | 11 | VISAYAS DEPARTMENT-Western Samar | March 26, 2021 to April 5, 2021 | Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course | 8 hours of relevant training | 2 years of relevant experience | Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility |
| 264 | Administrative Officer III | 955 | 18 | VISAYAS DEPARTMENT-Western Samar | March 26, 2021 to April 5, 2021 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility |
| 265 | Assistant Branch Manager | 952 | 24 | VISAYAS DEPARTMENT-Western Samar Branch Office | July 7, 2021 to July 18, 2021 | Master's degree | 24 hours of training in management and supervision | 4 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility |



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

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

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20 December 2021

MAY ANTONETTE D. ARRIOLA

Director II

Civil Service Commission-Field Office

Bangko Sentral ng Pilipinas

Malate, Manila



Dear Director Arriola:

May we submit the CSC Form No. 9 Revised 2018 Request for Publication of Vacant Positions, for publication in the CSC Job Portal pursuant to the provisions of the 2017 Omnibus Rules of Appointments and Other Human Resource Action (Revised July 2018).

Thank you.

Very truly yours,

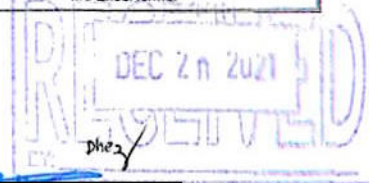
SIGNED

ROYINA MARZAN GARMA

Vice Chairperson and General Manager

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 GARMA

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)/F irst 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)/F irst 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) |

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|----|--------------------------------------|------|----|--------|--|------------------------------|-------------------------------|---|--|--|
| 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)/F 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



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www.tuv.com
ID: 9105085649

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) |
|-----|----------|---------------|----|----------------------------|---|--|---|
| | | | | | | <p>of the branches offices under its area of jurisdiction;</p> <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 <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 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"> Education: Elementary School graduate Experience: None required Training/s: None required 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"> Education: Elementary School graduate Experience: None required Training/s: None required 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"> Education: Bachelor's Degree Experience: Three (3) years relevant experience Training/s: Sixteen (16) hours of 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"> 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) |
|-----|----------|------------|----|----------------------------|---------------------------|--|---|
| | | | | | | <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) |
|-----|----------|----------------------------|----|-------------------------------------|---------------------------|---|---|
| | | | | | | specific office/clerical support to be given to the Adm. Aide III) • Performs other related duties as may be deemed necessary. | |
| 15 | 1030 | Administrative Aide III | 3 | Zamboanga Sibugay Branch Office (B) | Mindanao Department / BOS | • 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 | • 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) |
|-----|----------|--------------------------|----|----------------------------|---------------------------|--|--|
| 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>(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> | <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"> • 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"> Education: Bachelor's Degree Experience: Two (2) years of relevant experience Training/s: Eight (8) hours of relevant training/s 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"> 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"> 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>(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 | |

| 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 style="text-align: center;">(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) |
|-----|----------|----------------------|----|-----------------------------|--|--|--|
| | | | | | | <p>equipment and office vehicle, leasehold improvement and the likes</p> <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. | <ol style="list-style-type: none"> 1. Education: Bachelor's Degree in Commerce / Business Administration 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 | <ol style="list-style-type: none"> 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 through phone or personal follow-up; • Helps in the preparation of monthly accountability reports; and • Performs other related duties as may be deemed necessary. | |