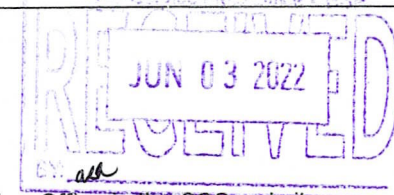


Republic of the Philippines  
**Philippine Charity Sweepstakes Office**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in  
MS Excel format - (Name - .xls)



To: CIVIL SERVICE COMMISSION (CSC)

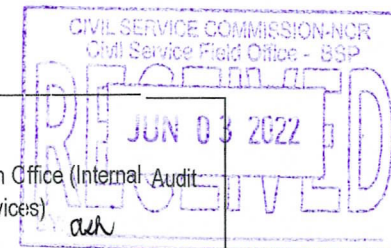
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Philippine Charity Sweepstakes Office in the CSC website.

**ROYINA M. GARMA**

General Manager

Date:

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	Public Services Assistant	41	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Main Office (Office of the General Manager)
2	Information Technology Officer I	49	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility		Main Office (Data Security Division - Office of the General Manager)
3	Information Systems Analyst III	50	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility		Main Office (Data Security Division - Office of the General Manager)
4	Information Systems Analyst III	53	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility		Main Office (Data Security Division - Office of the General Manager)

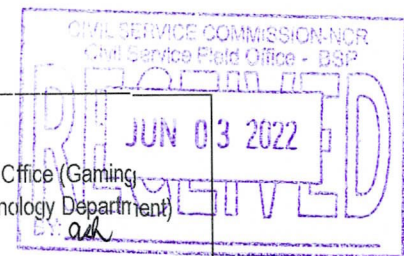


5	Internal Auditor IV	63	22	65,319.00	Bachelor's degree relevant to the job	16 hours of training relevant to the job	3 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with CISA	Main Office (Internal Audit Services)
6	Internal Auditor III	65	18	40,637.00	Bachelor's 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)	Main Office (Internal Audit Services)
7	Internal Auditor III	67	18	40,637.00	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)	Main Office (Internal Audit Services)
8	Internal Auditor V	71	24	83,406.00	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)	Main Office (Internal Audit Services)
9	Internal Auditor IV	72	22	65,319.00	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)	Main Office (Internal Audit Services)



10	Internal Auditor III	73	18	40,637.00	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)	Main Office (Internal Audit Services)
11	Internal Auditor III	75	18	40,637.00	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)	Main Office (Internal Audit Services)
12	Internal Auditor III	76	18	40,637.00	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)	Main Office (Internal Audit Services)
13	Internal Auditor II	79	15	30,531.00	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)	Main Office (Internal Audit Services)
14	Legal Officer III	90	20	51,155.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Main Office (Legal Department)
15	Stenographer II	92	6	14,847.00	Completion of 2 yrs studies in college	None required	None required	CS (Subprofessional)/First Level Eligibility	Main Office (Legal Department)





16	Department Manager III	109	26	107,444.00	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		Main Office (Gaming Technology Department)
17	Senior Communications Development Officer	124	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
18	Draw Operations Officer II	159	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
19	Draw Operations Officer II	160	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
20	Draw Operations Officer I	162	13	25,232.00	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
21	Draw Operations Assistant I	167	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (Gaming Technology Department)
22	Draw Operations Assistant I	168	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (Gaming Technology Department)
23	Draw Equipment Maintenance Specialist III	171	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of experience in proper maintenance of draw equipments	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)



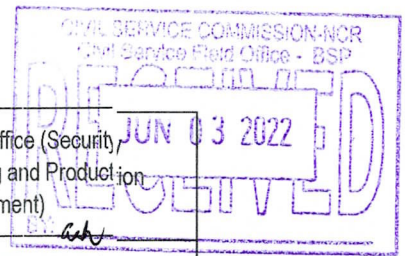


24	Draw Equipment Maintenance Assistant	176	10	19,233.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of experience in proper maintenance of draw equipments	CS (Subprofessional)/ First Level Eligibility		Main Office (Gaming Technology Department)
25	Project Evaluation Officer IV	178	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
26	Media Production Specialist II	181	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
27	Creative Arts Specialist II	182	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Gaming Technology Department)
28	Artist Illustrator III	184	11	20,754.00	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		Main Office (Gaming Technology Department)
29	Statistician IV	194	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Product and Standard Development Department)
30	Senior Marketing Specialist	198	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Product and Standard Development Department)
31	Senior Marketing Specialist	199	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Product and Standard Development Department)



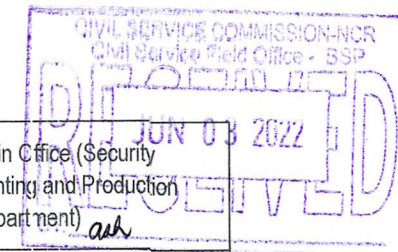
32	Marketing Specialist	204	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Product & Standard Development Department)
33	Department Manager III	218	26	107,444.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
34	Technical Assistant A	219	22	65,319.00	Bachelor's degree	24 hours of relevant training	4 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
35	Technical Assistant B	220	20	51,155.00	Bachelor's degree	16 hours of relevant training	3 years relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
36	Division Chief III	224	24	83,406.00	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		Main Office (Security Printing and Production Department)
37	Supply Officer III	226	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
38	Supply Officer III	227	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
39	Supply Officer II	230	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)



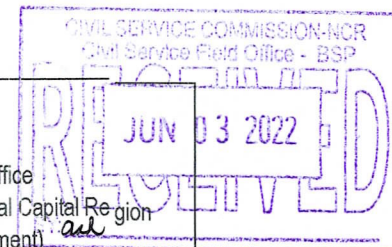


40	Creative Arts Specialist III	235	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security, Printing and Production Department)
41	Creative Arts Specialist II	236	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security, Printing and Production Department)
42	Printing Quality Control Officer II	237	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security, Printing and Production Department)
43	Chief Pressman	239	18	40,637.00	High School Graduate	24 hours of relevant training	4 years of relevant experience	Pressman/ (MC 10, s. 2013-Cat. II)		Main Office (Security, Printing and Production Department)
44	Printing Machine Operator IV	245	11	20,754.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator/ (MC 10, s. 2013-Cat. II)		Main Office (Security, Printing and Production Department)
45	Printing Machine Operator IV	246	11	20,754.00	High School Graduate	8 hours of relevant training	2 years of relevant experience	Printing Machine Operator/ (MC 10, s. 2013-Cat. II)		Main Office (Security, Printing and Production Department)
46	Printing Machine Operator III	248	9	17,975.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator/ (MC 10, s. 2013-Cat. II)		Main Office (Security, Printing and Production Department)
47	Production Planning and Control Officer IV	262	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security, Printing and Production Department)
48	Printing Quality Control Officer II	263	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security, Printing and Production Department)



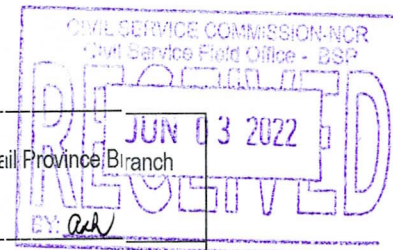


49	Sr. Sweepstakes/Lottery Operations Officer	264	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department) <i>ash</i>
50	Sweepstakes/Lottery Operations Officer III	266	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
51	Sweepstakes/Lottery Operations Officer III	267	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Security Printing and Production Department)
52	Printing Quality Inspector III	269	9	17,975.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (Security Printing and Production Department)
53	Secretary III	284	10	19,233.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (Office of the Assistant General Manager for Branch Operations Sector)
54	Information Technology Officer II	295	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (National Capital Region Department)
55	Communications Equipment Inspector II	308	11	20,754.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (National Capital Region Department)
56	Communications Equipment Inspector II	309	11	20,754.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (National Capital Region Department)
57	Game Equipment Maintenance Specialist	313	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of experience in proper maintenance of game equipments	CS (Professional)/ Second Level Eligibility		Main Office (National Capital Region Department)



58	Electronics & Communications	315	15	30,531.00	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)/Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility	Main Office (National Capital Region Department)
59	Electronics & Communications Equipment Technician III	317	11	20,754.00	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	CS (Subprofessional)/Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility	Main Office (National Capital Region Department)
60	Accounting Specialist I	338	13	25,232.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility	Main Office (National Capital Region Department)
61	Accounts Management Analyst I	342	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility	Main Office (National Capital Region Department)
62	Accounts Management Analyst I	345	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility	Main Office (National Capital Region Department)
63	Accounting Analyst	369	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility	Main Office (Northern and Central Luzon Department)
64	Administrative Officer III	386	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility	Abra Branch Office
65	Social Welfare Officer I	338	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080	Abra Branch Office



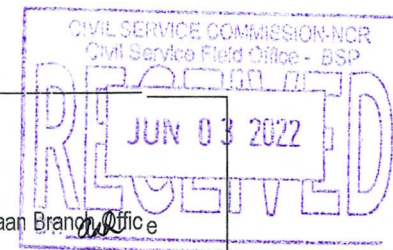


66	Cash Clerk IV	394	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Mountain Province Branch Office
67	Branch Manager	396	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/Second Level Eligibility		Pangasinan Branch Office
68	Cashier III	420	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/Second Level Eligibility		La Union Branch Office
69	Asst. Branch Manager	433	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/Second Level Eligibility		Cagayan Branch Office
70	Cashier IV	435	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/Second Level Eligibility		Cagayan Branch Office
71	Administrative Officer III	447	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility		Apayao Branch Office
72	Cashier II	448	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Apayao Branch
73	Social Welfare Officer I	449	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Apayao Branch Office
74	Cash Clerk IV	450	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Apayao Branch Office

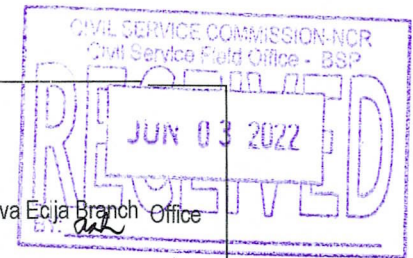




75	Driver Courier II	451	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Apayao Branch Office
76	Branch Manager	457	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Isabela Branch Office
77	Cashier III	473	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Nueva Vizcaya Branch Office
78	Administrative Officer III	430	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Ifugao Branch Office
79	Driver Courier II	434	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Ifugao Branch Office
80	Driver Courier II	439	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Batanes Branch Office
81	Social Welfare Officer I	492	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Quirinc Branch Office
82	Asst. Branch Manager	496	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Bataan Branch Office



83	Electronics & Communications Equipment Technician III	502	11	20,754.00	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		Bataan Branch Office
84	Cash Clerk IV	504	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Bataan Branch Office
85	Cash Clerk IV	506	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Bataan Branch Office
86	Clerk IV	507	8	16,758.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Bataan Branch Office
87	Cashier IV	513	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/Second Level Eligibility		Bulacan Branch Office
88	Clerk IV	522	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Bulacan Branch Office
89	Branch Manager	525	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/Second Level Eligibility		Nueva Ecija Branch Office



90	Electronics & Communications Equipment Technician III	532	11	20,754.00	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	Nueva Ecija Branch Office
91	Bookkeeper III	533	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/First Level Eligibility	Nueva Ecija Branch Office
92	Cash Clerk IV	535	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility	Nueva Ecija Branch Office
93	Cash Clerk IV	554	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility	Pampanga Branch Office
94	Asst. Branch Manager	561	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/Second Level Eligibility	Tarlac Branch Office
95	Cash Clerk IV	570	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility	Tarlac Branch Office
96	Cashier IV	578	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 yrs of relevant experience	CS (Professional)/Second Level Eligibility	Zambales Branch Office
97	Administrative Officer III	579	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility	Zambales Branch Office



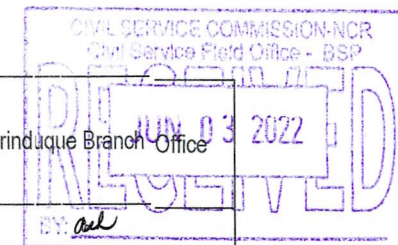


98	Cash Clerk IV	584	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Zambales Branch Office
99	Division Chief III	596	24	83,406.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS (Professional)/Second Level Eligibility		Main Office (Southern Tagalog and Bicol Region Department)
100	Administrative Officer II	602	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Main Office (Southern Tagalog and Bicol Region Department)
101	Computer Operator IV	605	14	27,755.00	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		Main Office (Southern Tagalog and Bicol Region Department)
102	Bookkeeper III	618	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/First Level Eligibility		Laguna Branch Office
103	Cash Clerk IV	619	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Laguna Branch Office
104	Clerk IV	622	8	16,758.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Laguna Branch Office
105	Branch Manager	625	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/Second Level Eligibility		Cavite Branch Office



106	Asst. Branch Manager	626	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Cavite Branch Office
107	Asst. Branch Manager	641	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Batangas Branch Office
108	Cash Clerk IV	651	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Batangas Branch Office
109	Administrative Officer III	655	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Occidental Mindoro Branch Office
110	Cashier II	656	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Occidental Mindoro Branch Office
111	Social Welfare Officer I	662	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Romblon Branch Office
112	Cash Clerk IV	663	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Romblon Branch Office
113	Asst. Branch Manager	666	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Quezon Branch Office
114	Administrative Officer III	669	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Quezon Branch Office



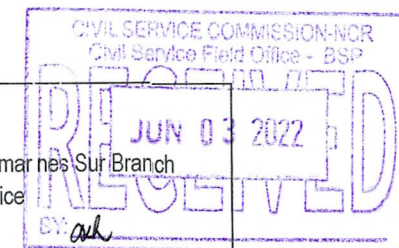


115	Cashier III	631	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Marinduque Branch Office
116	Administrative Officer I	632	11	20,754.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Marinduque Branch Office
117	Electronics & Communications Equipment Technician III	634	11	20,754.00	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		Marinduque Branch Office
118	Accountant IV	690	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Rizal Branch Office
119	Administrative Officer III	692	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Rizal Branch Office
120	Social Welfare Officer II	693	15	30,531.00	Bachelor's degree in Social Work	4 hours of relevant training	1 yr of relevant experience	CS (Professional)/ Second Level Eligibility		Rizal Branch Office
121	Bookkeeper III	711	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/First Level Eligibility		Oriental Mindoro Branch Office
122	Cash Clerk IV	713	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Oriental Mindoro Branch Office





123	Cash Clerk IV	714	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Oriental Mindoro Branch Office
124	Clerk IV	715	8	16,758.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Oriental Mindoro Branch Office
125	Branch Manager	718	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/Second Level Eligibility		Palawan Branch Office
126	Asst. Branch Manager	719	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/Second Level Eligibility		Palawan Branch Office
127	Bookkeeper III	726	10	19,233.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/First Level Eligibility		Palawan Branch Office
128	Cash Clerk IV	727	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Palawan Branch Office
129	Cash Clerk IV	728	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Palawan Branch Office
130	Cash Clerk IV	729	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Palawan Branch Office
131	Clerk IV	730	8	16,758.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Palawan Branch Office



132	Branch Manager	733	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Camar nes Sur Branch Office
133	Asst. Branch Manager	734	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Camar nes Sur Branch Office
134	Electronics & Communications Equipment Technician III	740	11	20,754.00	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		Camar nes Sur Branch Office
135	Cash Clerk IV	744	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Camar nes Sur Branch Office
136	Clerk IV	745	8	16,758.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Camar nes Sur Branch Office
137	Cashier III	749	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Camar nes Norte Branch Office
138	Asst. Branch Manager	757	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Albay Branch Office
139	Cashier IV	759	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Albay Branch Office





140	Bookkeeper III	764	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/First Level Eligibility	Albay Branch Office
141	Financial & Management Officer I	771	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/Second Level Eligibility	Sorsogon Branch Office
142	Cashier III	772	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/Second Level Eligibility	Sorsogon Branch Office
143	Administrative Officer III	779	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility	Masbate Branch Office
144	Cashier II	730	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility	Masbate Branch Office
145	Administrative Officer III	734	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility	Camarines Sur Branch Office
146	Division Chief III	797	24	83,406.00	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	Cebu Branch Office
147	Computer Operator IV	806	14	27,755.00	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	Cebu Branch Office





148	Accounting Analyst	809	11	20,754.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Cebu Branch Office
149	Branch Manager	811	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Iloilo Branch Office
150	Electronics & Communications Equipment Technician III	830	11	20,754.00	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		Aklan Branch Office
151	Electronics & Communications Equipment Technician III	838	11	20,754.00	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		Antique Branch Office
152	Cash Clerk IV	839	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Antique Branch Office
153	Driver Courier II	848	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Capiz Branch Office Branch Office
154	Administrative Officer III	850	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Guimaras Branch Office

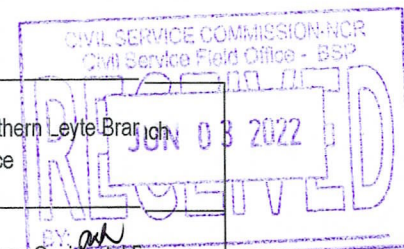


155	Cash Clerk IV	853	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Guimaras Branch Office
156	Social Welfare Officer II	860	15	30,531.00	Bachelor's degree in Social Work	4 hours of relevant training	1 yr of relevant experience	RA 1080		Negros Occidental Branch Office
157	Assistant Branch Manager	871	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/Second Level Eligibility		Bohol Branch Office
158	Supply Officer II	876	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Bohol Branch Office
159	Assistant Branch Manager	836	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/Second Level Eligibility		Cebu Branch Office
160	Administrative Officer III	839	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/Second Level Eligibility		Cebu Branch Office
161	Cash Clerk IV	910	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Negros Oriental Branch Office
162	Cashier II	916	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Siquijor Branch Office
163	Social Welfare Officer I	917	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Siquijor Branch Office
164	Cash Clerk IV	918	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Siquijor Branch Office

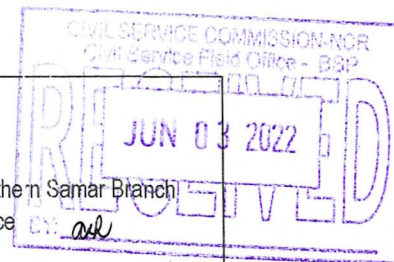


165	Branch Manager	920	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Leyte Branch Office
166	Assistant Branch Manager	921	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Leyte Branch Office
167	Bookkeeper III	928	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/First Level Eligibility		Leyte Branch Office
168	Cash Clerk IV	931	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Leyte Branch Office
169	Clerk IV	932	8	16,758.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Leyte Branch Office
170	Financial & Management Officer I	935	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Biliran Branch Office
171	Electronics & Communications Equipment Technician III	939	11	20,754.00	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		Biliran Branch Office
172	Financial & Management Officer I	943	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Southern Leyte Branch Office

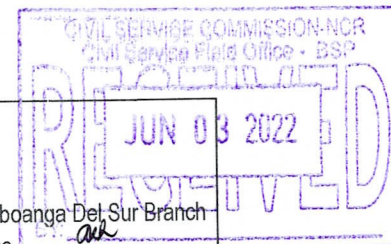




173	Cashier III	944	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Southern Leyte Branch Office
174	Cash Clerk IV	948	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Negros Occidental Branch Office
175	Assistant Branch Manager	952	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Western Samar Branch Office
176	Administrative Officer III	955	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Western Samar Branch Office
177	Electronics & Communications Equipment Technician III	958	11	20,754.00	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		Western Samar Branch Office
178	Driver Courier II	964	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Western Samar Branch Office
179	Administrative Officer I	968	11	20,754.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Northern Samar Branch Office

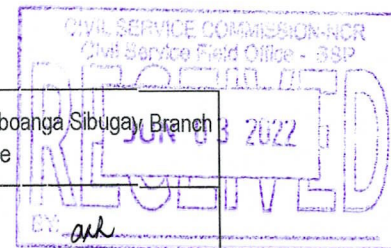


180	Electronics & Communications Equipment Technician III	970	11	20,754.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility	Northern Samar Branch Office
181	Driver Courier II	972	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)	Northern Samar Branch Office
182	Administrative Officer III	974	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility	Eastern Samar Branch Office
183	Cash Clerk IV	977	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility	Eastern Samar Branch Office
184	Secretary II	983	9	17,975.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility	Davao Del Sur Branch Office
185	Communications Equipment Operator IV	996	11	20,754.00	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)	Davao Del Sur Branch Office



186	Branch Manager	1000	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Zamboanga Del Sur Branch Office
187	Asst. Branch Manager	1001	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Zamboanga Del Sur Branch Office
188	Social Welfare Officer II	1005	15	30,531.00	Bachelor's degree in Social Work	4 hours of relevant training	1 yr of relevant experience	RA 1080		Zamboanga Del Sur Branch Office
189	Supply Officer II	1006	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Zamboanga Del Sur Branch Office
190	Cash Clerk IV	1009	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Zamboanga Del Sur Branch Office
191	Financial & Management Officer I	1015	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Zamboanga Del Norte Branch Office
192	Administrative Officer I	1017	11	20,754.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Zamboanga Del Norte Branch Office
193	Cash Clerk IV	1020	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Zamboanga Del Norte Branch Office
194	Cashier III	1024	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Zamboanga Sibugay Branch Office





195	Social Welfare Officer I	1026	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Zamboanga Sibugay Branch Office
196	Electronics & Communications Equipment Technician III	1027	11	20,754.00	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		Zamboanga Sibugay Branch Office
197	Driver Courier II	1029	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Zamboanga Sibugay Branch Office
198	Asst. Branch Manager	1047	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Bukidnon Branch Office
199	Cashier IV	1049	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Bukidnon Branch Office
200	Electronics & Communications Equipment Technician III	1053	11	20,754.00	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		Bukidnon Branch Office
201	Branch Manager	1061	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Misamis Oriental Branch Office

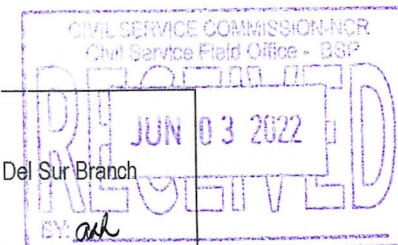


202	Cashier IV	1064	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Misamis Oriental Branch Office
203	Administrative Officer III	1065	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Misamis Oriental Branch Office
204	Cash Clerk IV	1072	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Misamis Oriental Branch Office
205	Cashier III	1077	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Lanao Del Norte Branch Office
206	Social Welfare Officer I	1079	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Lanao Del Norte Branch Office
207	Cash Clerk IV	1081	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Lanao Del Norte Branch Office
208	Social Welfare Officer I	1087	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Misamis Occidental Branch Office
209	Electronics & Communications Equipment Technician III	1088	11	20,754.00	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		Misamis Occidental Branch Office
210	Administrative Officer III	1092	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Camaquin Branch Office

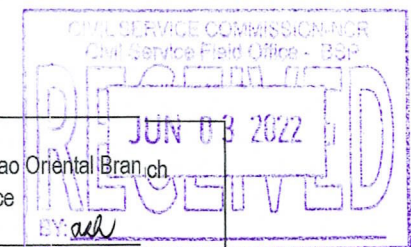


211	Cashier II	1C93	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Camaquin Branch Office
212	Social Welfare Officer I	1C94	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Camaquin Branch Office
213	Cash Clerk IV	1C95	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Camaquin Branch Office
214	Driver Courier II	1C96	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Camaquin Branch Office
215	Administrative Officer III	1C97	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Lanao Del Sur Branch Office
216	Cashier II	1C98	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Lanao Del Sur Branch Office
217	Social Welfare Officer I	1C99	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Lanao Del Sur Branch Office
218	Cash Clerk IV	1100	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Lanao Del Sur Branch Office
219	Driver Courier II	1101	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Lanao Del Sur Branch Office

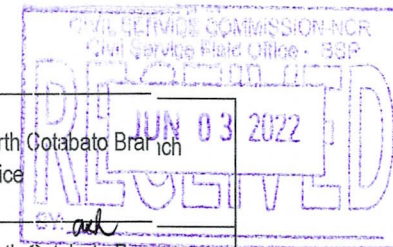




220	Branch Manager	1102	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Davao Del Sur Branch Office
221	Accountant IV	1104	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Davao Del Sur Branch Office
222	Social Welfare Officer II	1107	15	30,531.00	Bachelor's degree in Social Work	4 hours of relevant training	1 yr of relevant experience	RA 1080		Davao Del Sur Branch Office
223	Social Welfare Officer I	1120	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Davao Del Norte Branch Office
224	Cash Clerk IV	1122	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Davao Del Norte Branch Office
225	Driver Courier II	1123	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Davao Del Norte Branch Office
226	Administrative Officer III	1125	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Compcstela Valley (Davao De Oro - R.A No. 11297) Branch Office
227	Social Welfare Officer I	1127	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Compcstela Valley (Davao De Oro - R.A No. 11297) Branch Office
228	Cash Clerk IV	1128	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Compcstela Valley (Davao De Oro - R.A No. 11297) Branch Office

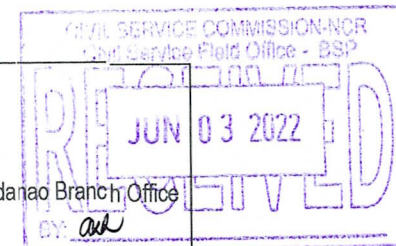


229	Cashier II	1131	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Davao Oriental Branch Office
230	Cash Clerk IV	1133	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Davao Oriental Branch Office
231	Branch Manager	1135	25	95,083.00	Master's degree	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		South Cotabato Branch Office
232	Social Welfare Officer II	1140	15	30,531.00	Bachelor's degree in Social Work	4 hours of relevant training	1 yr of relevant experience	CS (Professional)/ Second Level Eligibility		South Cotabato Branch Office
233	Electronics & Communications Equipment Technician III	1142	11	20,754.00	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		South Cotabato Branch Office
234	Bookkeeper III	1143	10	19,233.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility		South Cotabato Branch Office
235	Clerk IV	1147	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		South Cotabato Branch Office
236	Financial and Management Officer I	1150	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		North Cotabato Branch Office

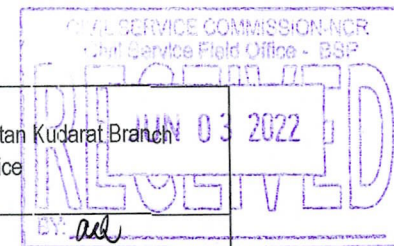


237	Cashier III	1151	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		North Cotabato Branch Office
238	Social Welfare Officer I	1153	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		North Cotabato Branch Office
239	Electronics & Communications Equipment Technician III	1154	11	20,754.00	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		North Cotabato Branch Office
240	Cash Clerk IV	1155	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		North Cotabato Branch Office
241	Financial and Management Officer I	1158	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Maguindanao Branch Office
242	Cashier III	1159	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Maguindanao Branch Office
243	Administrative Officer I	1160	11	20,754.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Maguindanao Branch Office
244	Social Welfare Officer I	1161	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Maguindanao Branch Office

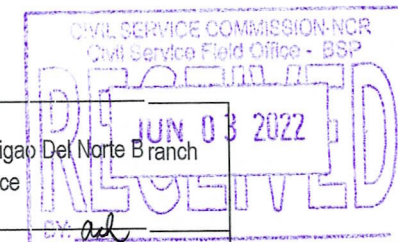




245	Electronics & Communications Equipment Technician III	1162	11	20,754.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)/ First Level Eligibility		Maguindanao Branch Office
246	Cash Clerk IV	1163	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Maguindanao Branch Office
247	Driver Courier II	1164	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Maguindanao Branch Office
248	Administrative Officer III	1166	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Sarangani Branch Office
249	Cashier II	1167	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Sarangani Branch Office
250	Social Welfare Officer I	1168	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Sarangani Branch Office
251	Cash Clerk IV	1169	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Sarangani Branch Office
252	Driver Courier II	1170	6	14,847.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Sarangani Branch Office

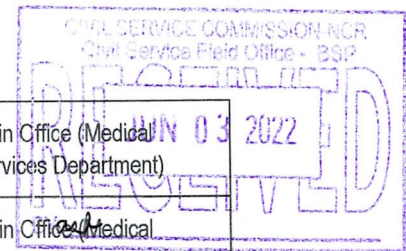


253	Administrative Officer III	1171	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Sultan Kudarat Branch Office
254	Cashier II	1172	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Sultan Kudarat Branch Office
255	Social Welfare Officer I	1173	11	20,754.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Sultan Kudarat Branch Office
256	Cash Clerk IV	1174	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Sultan Kudarat Branch Office
257	Asst. Branch Manager	1177	24	83,406.00	Master's degree	24 hours of training in management and supervision	4 years of experience involving management and supervision	CS (Professional)/ Second Level Eligibility		Agusan del Norte Branch Office
258	Accountant IV	1178	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Agusan del Norte Branch Office
259	Administrative Officer III	1180	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Agusan del Norte Branch Office
260	Electronics & Communications Equipment Technician III	1183	11	20,754.00	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		Agusan del Norte Branch Office

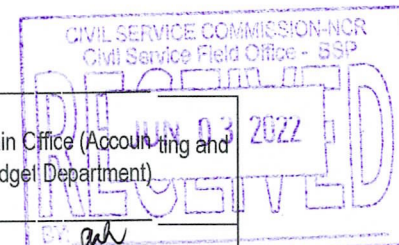


261	Financial & Management Officer I	1191	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Surigao Del Norte Branch Office
262	Electronics & Communications Equipment Technician III	1195	11	20,754.00	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		Surigao Del Norte Branch Office
263	Cashier II	1205	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Dinagat Islands Branch Office
264	Cash Clerk IV	1207	10	19,233.00	Completion of 2 yrs studies in college	8 hours of relevant training	2 yrs of relevant experience	CS (Subprofessional)/First Level Eligibility		Dinagat Islands Branch Office
265	Cashier II	1210	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Surigao Del Sur Branch Office
266	Social Welfare Officer IV	1293	22	65,319.00	Bachelor's degree in Social Work	16 hours of relevant training	3 years of relevant experience	RA 1080		Main Office (Charity Assistance Department)
267	Communications Equipment Operator IV	1305	11	20,754.00	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)		Main Office (Medical Services Department)
268	Medical Officer IV	1318	20	51,155.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Main Office (Medical Services Department)





269	Medical Officer IV	1319	20	51,155.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Main Office (Medical Services Department)
270	Medical Officer IV	1320	20	51,155.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Main Office (Medical Services Department)
271	Dental Hygienist	1327	10	19,233.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Main Office (Medical Services Department)
272	Nurse VI	1329	22	65,319.00	Bachelor of Science in Nursing with at least 9 units in management course at the graduate level	16 hours of relevant training	3 years experience in general nursing service administration	RA 1080		Main Office (Medical Services Department)
273	Medical Technologist IV	1342	20	51,155.00	Bachelor's degree in Medical Technology or BS in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080		Main Office (Medical Services Department)
274	Nurse II	1352	15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Main Office (Medical Services Department)
275	Division Chief III	1371	24	83,406.00	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		Main Office (Accounting and Budget Department)
276	Financial Analyst II	1379	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting and Budget Department)
277	Financial Analyst II	1380	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting and Budget Department)



278	Financial Analyst IV	1392	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting and Budget Department)
279	Fiscal Controller II	1397	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting and Budget Department)
280	Financial Analyst III	1402	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting And Budget Department)
281	Financial Analyst II	1403	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting and Budget Department)
282	Division Chief III	1409	24	83,406.00	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		Main Office (Accounting and Budget Department)
283	Accountant IV	1419	22	65,319.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Main Office (Accounting and Budget Department)
284	Division Chief III	1430	24	83,406.00	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		Main Office (Accounting and Budget Department)
285	Financial Analyst III	1436	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Accounting And Budget Department)





286	Division Chief III	1446	24	83,406.00	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		Main Office (Corporate Planning Department)
287	Development Management Officer III	1449	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Corporate Planning Department)
288	Division Chief III	1456	24	83,406.00	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		Main Office (Corporate Planning Department)
289	Senior Communications Development Officer	1473	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Corporate Planning Department)
290	Creative Arts Specialist III	1475	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Corporate Planning Department)
291	Creative Arts Specialist II	1478	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Corporate Planning Department)
292	Information Technology Officer III	1510	24	83,406.00	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		Main Office (Information Technology Services Department)
293	Senior Personnel Specialist	1535	19	45,269.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Human Resources Department)



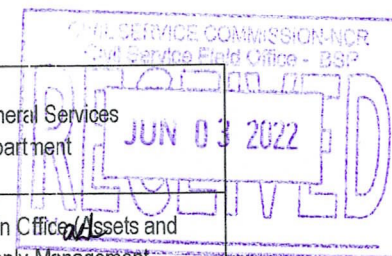


294	Senior Personnel Specialist	1537	19	45,269.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Human Resources Department)
295	Supervising Personnel Specialist	1546	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Human Resources Department)
296	Psychologist II	1553	15	30,531.00	Master's degree in Psychology	8 hours of relevant training in the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year relevant experience involving the delivery of psychological services	RA No. 10029 (Psychologist)		Main Office (Human Resources Department)
297	Project Manager I	1559	25	95,083.00	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		Main Office (General Services Department)
298	Material Planning Services Chief	1561	22	65,319.00	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (General Services Department)
299	Security Officer II	1571	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (General Services Department)
300	Security Officer II	1572	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (General Services Department)



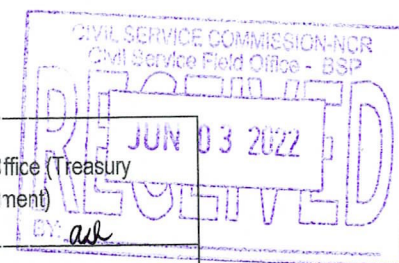
301	Security Officer II	1573	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (General Services Department)
302	Security Officer II	1574	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (General Services Department)
303	Engineer IV	1582	22	65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080		General Services Department
304	Carpenter II	1594	5	14,007.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Carpenter (MC 10, s. 2013-Cat II)		Main Office (General Services Department)
305	Carpenter I	1595	3	12,466.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Carpenter (MC 10, s. 2013-Cat II)		Main Office (General Services Department)
306	Automotive Electrical Foreman	1603	14	27,755.00	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)		Main Office (General Services Department)
307	Supply Officer II	1620	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (General Services Department)
308	Buyer III	1624	9	17,975.00	Completion of 2 yrs studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional) / First Level Eligibility		Main Office (General Services Department)





309	Archivist II	1633	14	27,755.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	General Services Department
310	Technical Assistant A	1637	22	65,319.00	Bachelor's degree	24 hours of relevant training	4 years of relevant experience	CS (Professional)/ Second Level Eligibility	Main Office (Assets and Supply Management Department)
311	Property Appraiser III	1643	18	40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	Main Office (Assets & Supply Management Department)
312	Property Appraiser II	1645	15	30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Main Office (Assets and Supply Management Department)
313	Warehouseman III	1652	11	20,754.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility	Main Office (Assets and Supply Management Department)
314	Supply Officer IV	1653	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility	Main Office (Assets and Supply Management Department)
315	Warehouseman III	1661	11	20,754.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility	Main Office (Assets & Supply Management Department)
316	Warehouseman III	1662	11	20,754.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility	Main Office (Assets and Supply Management Department)
317	Cashier III	1681	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Main Office (Treasury Department)
318	Cashier II	1695	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Main Office (Treasury Department)





319	Cashier III	1700	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Treasury Department)
320	Cashier III	1703	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Treasury Department)
321	Disbursing Officer II	1711	8	16,758.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Main Office (Treasury Department)
322	Cash Clerk II	1713	6	14,847.00	Completion of 2 years studies in college	None required	None required	CS (Subprofessional)/First Level Eligibility		Main Office (Treasury Department)
323	Cashier IV	1716	22	65,319.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Treasury Department)
324	Cashier II	1720	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Treasury Department)
325	Division Chief III	1723	24	83,406.00	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		Main Office (Treasury Department)
326	Cashier III	1725	18	40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Treasury Department)
327	Cashier II	1726	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Main Office (Treasury Department)

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 June 15, 2022.

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

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

**ROYINA M. GARMA**

General Manager

Street corner Shaw Boulevard,

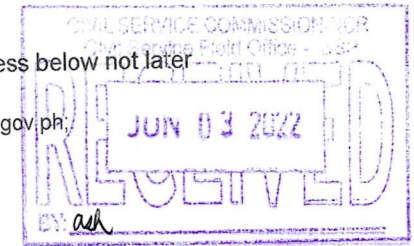
[recruitment@pcso.gov.ph](mailto:recruitment@pcso.gov.ph)

Notes: All applicants may apply for a maximum of three (3) positions per notice of vacancy, indicating the order of preference in the prescribed Application Form and the item number of the position applied for. Applicants who fail to indicate the item number applied for will not be considered for assessment.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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

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



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

**ROYINA M. GARMA**

General Manager

11F Sun Plaza Building, 1507 Princeton

[recruitment@pcso.gov.ph](mailto:recruitment@pcso.gov.ph)

Notes: All applicants may apply for a maximum of three (3) positions per notice of vacancy, indicating the order of preference in the prescribed Application Form and the item number of the position applied for. Applicants who fail to indicate the item number applied for will not be considered for assessment.  
**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](http://www.pcsso.gov.ph)



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address provided below not later than **15 June 2022**.

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 (*applicants may apply for a maximum of three (3) positions per notice of vacancy, indicating the order of preference in the prescribed Application Form and the item number of the position applied for. Those who fail to indicate the item number applied for will not be considered for assessment*)
- 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](mailto:recruitment@pcsso.gov.ph)

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
1.	41	Public Services Assistant	8	Office of the General Manager	OFFICE OF THE BOARD OF DIRECTORS	<ul style="list-style-type: none"> <li>Assesses, reviews and receives all requests for medical/financial assistances from PCSO addressed to the General Manager;</li> <li>Advises indigents in the fulfillment of documentary requirements;</li> <li>Prepares daily transmittals of documents received requesting medical/financial assistance;</li> <li>Handles telephone inquiries seeking advices on assistance requests;</li> <li>Gives proper information on status of follow-up inquiries;</li> <li>Reports the status of requests for medical/financial assistance to the general Manager, as required;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> One (1) year relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional) / First level eligibility</li> </ul>
2.	49	Information Technology Officer I	19	Data Security Division	OFFICE OF THE GENERAL MANAGER	<ul style="list-style-type: none"> <li>Sets individual performance targets for project completion;</li> <li>Assists in the supervision of the daily activities of the Hotline and Technical Operations as well as receives queries and complaints from the agents/operators and provides necessary solutions;</li> <li>Assists in the preparation of yearly operational budget programs of the Section and monitors, controls and evaluates its expenditures;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Plans, develops and recommends necessary upgrading of the Hotline &amp; Technical Operations;</li> <li>Provides necessary and appropriate solutions to all perplexities and queries of agents coursed through the hotline personnel;</li> <li>Performs computer functions: Data Entry and Data Inquiry in providing assistances;</li> <li>Identifies training needs of Hotline &amp; Technical Operation Section personnel;</li> <li>Conducts required database entry and changes;</li> <li>Coordinates with all concerned technical groups/personnel for proper information dissemination of problems of agents/operators; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
3.	50	Information Systems Analyst III	19	Data Security Division	OFFICE OF THE GENERAL MANAGER	<ul style="list-style-type: none"> <li>Sets individual performance targets for project completion;</li> <li>Assists in the supervision of the daily activities of the Hotline and Technical Operations as well as receives queries and complaints from the agents/operators and provides necessary solutions;</li> <li>Assists in the preparation of yearly operational budget programs of the Section and monitors, controls and evaluates its expenditures;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Plans, develops and recommends necessary upgrading of the Hotline &amp; Technical Operations;</li> <li>Provides necessary and appropriate solutions to all perplexities and queries of agents coursed through the hotline personnel;</li> <li>Performs computer functions: Data Entry and Data Inquiry in providing assistances;</li> <li>Identifies training needs of Hotline &amp; Technical Operation Section personnel;</li> <li>Conducts required database entry and changes;</li> <li>Coordinates with all concerned technical groups/personnel for proper information dissemination of problems of agents/operators; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
4.	53	Information Systems Analyst III	19	Data Security Division	OFFICE OF THE GENERAL MANAGER	<ul style="list-style-type: none"> <li>Sets individual performance targets for project completion;</li> <li>Assists in the supervision of the daily activities of the Hotline and Technical Operations as well as receives queries and complaints from the agents/operators and provides necessary solutions;</li> <li>Assists in the preparation of yearly operational budget programs of the Section and monitors, controls and evaluates its expenditures;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Plans, develops and recommends necessary upgrading of the Hotline &amp; Technical Operations;</li> <li>Provides necessary and appropriate solutions to all perplexities and queries of agents coursed through the hotline personnel;</li> <li>Performs computer functions: Data Entry and Data Inquiry in providing assistances;</li> <li>Identifies training needs of Hotline &amp; Technical Operation Section personnel;</li> <li>Conducts required database entry and changes;</li> <li>Coordinates with all concerned technical groups/personnel for proper information dissemination of problems of agents/operators; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
5.	63	Internal Auditor IV	22	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>Supervises the work of staff engaged in the reviews of organizational and functional activities;</li> <li>Provides a comprehensive, practical schedule of annual engagement coverage within general areas assigned by the Manager;</li> <li>Determines areas of risk and appraises their significance in relation to operational factors of cost, schedule, and quality;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Two (3) years of relevant experience</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant trainings</li> <li><b>Eligibility:</b> RA 1080 (CPA) or CS Professional/ 2nd level eligibility with CISA</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Classifies engagement projects as to degree of risk and significance and as to frequency of coverage;</li> <li>• Provides for flexibility in engagement schedules so as to be responsive to management's special needs;</li> <li>• Schedules projects and staff assignments so as to comply with management's needs, within the scope of the internal audit activity's overall schedule;</li> <li>• Coordinates the program when necessary with the organization's accountant;</li> <li>• Reviews and approves the purpose, scope and approach of each engagement project for the assigned areas;</li> <li>• Directs engagement projects to see that professional standards are maintained in the planning and execution and in the accumulation of information;</li> <li>• Counsels and guides staff to see that the approved engagement objectives are met and that adequate, practical coverage is achieved;</li> <li>• Reviews and edits engagement communications and, in organizations with the auditor-in-charge for the assigned project, discusses the communications with appropriate management;</li> <li>• Presents oral briefing to branch-level management;</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Provides formal plans for the recruiting, selecting, training, evaluating, and supervising of staff personnel;</li> <li>• Develops manuals and other training aids;</li> <li>• Provides for a flow of communication from management to the manager and to the chief audit executive;</li> <li>• Assists in evaluating overall results of the engagements and in the oral briefing and presentation to management;</li> <li>• Provides for and performs research on engagement techniques;</li> <li>• Plans the theory and scope of the engagement, prepares an engagement work program;</li> <li>• Determines the engagement procedures to be used, including statistical sampling and the use of technology;</li> <li>• Identifies the key control points of the system;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
6.	65	Internal Auditor III	18	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial, manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) /</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement work program;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement, and reviews their work for sufficiency of scope and for accuracy;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement, discussing observations and recommending corrective action to improve operations and reduce cost;</li> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the</li> </ul>	Second Level Eligibility with Certified Internal Auditor (CIA)

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						administration of engagement projects and other assigned activities; <ul style="list-style-type: none"> <li>• Determines the direction and thrust of proposed engagement effort; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
7.	67	Internal Auditor III	18	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial, manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</li> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement work program;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement, and reviews their work for sufficiency of scope and for accuracy;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) / Second Level Eligibility with Certified Internal Auditor (CIA)</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>discussing observations and recommending corrective action to improve operations and reduce cost;</p> <ul style="list-style-type: none"> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the administration of engagement projects and other assigned activities;</li> <li>• Determines the direction and thrust of proposed engagement effort;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
8.	71	Internal Auditor V	24	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Prepares a comprehensive, long-range program of engagement coverage for the location to which assigned;</li> <li>• Identifies those activities subject to engagement coverage, evaluates their significance, and assesses the degree of risk inherent in the activity in terms of cost, schedule, and quality;</li> <li>• Establishes the related departmental structure;</li> <li>• Obtains and maintains an audit staff capable of accomplishing the IT audit function;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree relevant to the job</li> <li>• <b>Experience:</b> Four (4) years in positions involving management and supervision including at least two (2) years in audit</li> <li>• <b>Training/s:</b> Twenty Four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS Professional/ 2nd level</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Assigns engagement areas, staff, and budget to supervisors;</li> <li>• Develops a system of cost and schedule control over engagement projects;</li> <li>• Establishes standards of performance and by review, determines if performance meets the standards;</li> <li>• Provides executive management within the assigned location with reports on engagement coverage and engagement results, and interprets those results so as to improve the engagement program and the engagement coverage;</li> <li>• Establishes and monitors accomplishment of objectives directed toward increasing the IT audit activity's ability to serve management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	eligibility with Certified Internal Auditor (CIA)
9.	72	Internal Auditor IV	22	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Supervises the work of staff engaged in the reviews of organizational and functional activities;</li> <li>• Provides a comprehensive, practical schedule of annual engagement coverage within general areas assigned by the Manager;</li> <li>• Determines areas of risk and appraises their significance in relation to IT factors of cost, schedule, and quality;</li> <li>• Classifies engagement projects as to degree of risk and significance and as to frequency of coverage;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> Sixteen (16) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) / Second Level Eligibility with Certified Internal Auditor (CIA)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Provides for flexibility in engagement schedules so as to be responsive to management's special needs;</li> <li>• Schedules projects and staff assignments so as to comply with management's needs, within the scope of the internal audit activity's overall schedule;</li> <li>• Coordinates the program when necessary with the organization's accountant;</li> <li>• Reviews and approves the purpose, scope and approach of each engagement project for the assigned areas;</li> <li>• Directs engagement projects to see that professional standards are maintained in the planning and execution and in the accumulation of information;</li> <li>• Counsels and guides staff to see that the approved engagement objectives are met and that adequate, practical coverage is achieved;</li> <li>• Reviews and edits engagement communications and, in organizations with the auditor-in-charge for the assigned project, discusses the communications with appropriate management;</li> <li>• Presents oral briefing to branch-level management;</li> <li>• Provides formal plans for the recruiting, selecting, training, evaluating, and supervising of staff personnel;</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Develops manuals and other training aids;</li> <li>• Provides for a flow of communication from management to the manager and to the chief audit executive;</li> <li>• Assists in evaluating overall results of the engagements and in the oral briefing and presentation to management;</li> <li>• Provides for and performs research on engagement techniques;</li> <li>• Plans the theory and scope of the engagement, prepares an engagement work program;</li> <li>• Determines the engagement procedures to be used, including statistical sampling and the use of information technology;</li> <li>• Identifies the key control points of the system;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
10.	73	Internal Auditor III	18	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial, manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</li> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) / Second Level Eligibility with Certified Internal Auditor (CIA)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>with the approved engagement work program;</p> <ul style="list-style-type: none"> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the IT activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement, and reviews their work for sufficiency of scope and for accuracy;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement, discussing observations and recommending corrective action to improve operations and reduce cost;</li> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the administration of engagement projects and other assigned activities;</li> <li>• Determines the direction and thrust of proposed engagement effort;</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
11.	75	Internal Auditor III	18	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>Assists in planning the scope of the engagement and in the preparation of an engagement work program;</li> <li>Recommends the engagement procedures to be used in the conduct of the IT audit;</li> <li>Performs the engagement in a professional manner and in accordance with the approved engagement program;</li> <li>Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>Assists in the preparation of formal written communications to management;</li> <li>Implements the necessary engagement procedures as determined and approved by his supervisor/s;</li> <li>Employs audit tools and techniques necessary in the conduct of the IT audit;</li> <li>Coordinates with co-Auditors in the performance of the IT audit;</li> <li>Confers with co-Auditors the findings/results of the IT audit conducted;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) / Second Level Eligibility with Certified Internal Auditor (CIA)</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares/assists in the preparation of formal written communications on the results of the IT audit;</li> <li>• Identifies factors causing deficient conditions and recommends courses of action to improve the conditions, including special surveys and audits;</li> <li>• Surveys functions and activities in assigned areas to determine the nature of IT operations and the adequacy of the system of control to achieve established objectives;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
12.	76	Internal Auditor III	18	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Assists in planning the scope of the engagement and in the preparation of an engagement work program;</li> <li>• Recommends the engagement procedures to be used in the conduct of the IT audit;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement program;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Assists in the preparation of formal written communications to management;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) / Second Level Eligibility with Certified Internal Auditor (CIA)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Implements the necessary engagement procedures as determined and approved by his supervisor/s;</li> <li>• Employs audit tools and techniques necessary in the conduct of the IT audit;</li> <li>• Coordinates with co-Auditors in the performance of the IT audit;</li> <li>• Confers with co-Auditors the findings/results of the IT audit conducted;</li> <li>• Prepares/assists in the preparation of formal written communications on the results of the IT audit;</li> <li>• Identifies factors causing deficient conditions and recommends courses of action to improve the conditions, including special surveys and audits;</li> <li>• Surveys functions and activities in assigned areas to determine the nature of IT operations and the adequacy of the system of control to achieve established objectives;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
13.	79	Internal Auditor II	15	Main Office (Internal Audit Services)	EXECUTIVE SECTOR	<ul style="list-style-type: none"> <li>• Assists in planning the scope of the engagement and in the preparation of an engagement work program;</li> <li>• Recommends the engagement procedures to be used in the conduct of the IT audit;</li> <li>• Performs the engagement in a professional manner and in accordance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS (Professional) / Second Level Eligibility with</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>with the approved engagement program;</p> <ul style="list-style-type: none"> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Assists in the preparation of formal written communications to management;</li> <li>• Implements the necessary engagement procedures as determined and approved by his supervisor/s;</li> <li>• Employs audit tools and techniques necessary in the conduct of the IT audit;</li> <li>• Coordinates with co-Auditors in the performance of the IT audit;</li> <li>• Confers with co-Auditors the findings/results of the IT audit conducted;</li> <li>• Prepares/assists in the preparation of formal written communications on the results of the IT audit;</li> <li>• Identifies factors causing deficient conditions and recommends courses of action to improve the conditions, including special surveys and audits;</li> <li>• Surveys functions and activities in assigned areas to determine the nature of IT operations and the adequacy of the system of control to achieve established objectives;</li> </ul>	Certified Internal Auditor (CIA)



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
14.	90	Legal Officer III	20	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Conducts research and study of applicable laws, rules, regulations, doctrines, principles or jurisprudence that may aid in the prosecution and litigation of cases;</li> <li>• 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;</li> <li>• Prepares transmittals, correspondences, affidavits and other legal forms; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor of Laws</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
15.	92	Stenographer II	6	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Takes down stenographic notes during investigations on falsified tickets, administrative investigations, hearings on administrative cases; transcribe in final forms the stenographic reports and certifies to the truth thereof;</li> <li>• Takes stenographic notes and prepares letters, memoranda and other official correspondences made by the Department Manager and the lawyers of the Department;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> CS (Subprofessional) /First Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Receives and attends to callers having official business with the Division/Department;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
16.	109	Department Manager III	26	Main Office (Gaming Technology Department)	Gaming, Product Development and Marketing Sector	<ul style="list-style-type: none"> <li>Oversees the effective and efficient draw operations of all offline, online and other games of PCSO;</li> <li>Oversees the management of applicable internal control measures, surveillance and security policies and procedures of the online lottery games data systems to ensure accuracy, security, credibility, and integrity of the information within the systems;</li> <li>Reviews, develops, recommends and implements policies, guidelines, and procedures in the implementation of offline, online and other games of PCSO to ensure the effective and efficient draw operations.</li> <li>Establishes efficient feedback mechanism between the Gaming Technology and Monitoring Department and the Office of the AGM for Gaming, Product Development and Marketing Sector relative to the operations of the Department.</li> <li>Institutes contingency plans in the event of unexpected/unavoidable incidents in the conduct of lottery draws and other games of the Office;</li> <li>Ensures the coordination with the Philippine Racing Commission and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li><b>Experience:</b> 5 years of supervisory/management experience</li> <li><b>Training/s:</b> 120 hours of supervisory/management learning and development intervention</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>other institutions/agencies relative to the schedules of Sweepstakes draws and sponsored races;</p> <ul style="list-style-type: none"> <li>Ensures the strict implementation of existing policies, Rules and Regulations (IRR) in the conduct of draws;</li> <li>Directs, oversees, and reviews the preparation and timely submission of reports of the Department;</li> <li>Ensures the preparation of plans and budgets for the operations of the Department.</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
17.	124	Senior Communications Development Officer	18	Data Center Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Ensures the efficiency in the operation of the assigned section.</li> <li>Studies and designs simple database and information system.</li> <li>Compiles the documentation of information system.</li> <li>Collaborates with users for detailed information requirements.</li> <li>Trains users to operate the system as the need arises</li> <li>Assists in testing and walk-through of developed information system.</li> <li>Performs procedures on the lottery system at the start and end of each day.</li> <li>Performs configuration activities in the system for all terminals.</li> <li>Monitors the system for errors.</li> <li>Searches for problematic transactions.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs system backup at the end of the day.</li> <li>• Generates system reports.</li> <li>• Provides data and other information required by the management and different units for financial reports and study.</li> <li>• Performs in the conduct of Online Draw Operation.</li> <li>• Ensures the integrity and accuracy of the conduct of the online draws.</li> <li>• Ensures that the developed online lottery draw procedures are implemented and observed.</li> <li>• Ensures the proper storage of draw equipment and documents.</li> <li>• Performs other duties as assigned.</li> </ul>	
18.	159	Draw Operations Officer II	15	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>• Assists in the actual draw proceedings of all lottery games;</li> <li>• Reviews and/or double checks the payrolls and attendance sheets of draw participants prepared by the Draw Operations Officer I;</li> <li>• Prepares and ensures the accuracy of draw results form/cotejo to be released to the public;</li> <li>• Records, files, and archives all video documentations of draw proceedings and draw documents for future retrieval; and</li> </ul> <p>Performs other related duties as may be deemed necessary.</p>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
19.	160	Draw Operations Officer II	15	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Reviews and/or double checks the payrolls and attendance sheets of draw participants prepared by the Draw Operations Officer I;</li> <li>Prepares and ensures the accuracy of draw results form/cotejo to be released to the public;</li> <li>Records, files, and archives all video documentations of draw proceedings and draw documents for future retrieval;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
20.	162	Draw Operations Officer I	13	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Coordinates draw assignments of concerned officials and employees from other Departments with the Department's Administrative Officer III and prepares payrolls and attendance sheets of draw participants;</li> <li>Prepares and ensures the accuracy of draw results/cotejo to be released to the public</li> <li>Supervises the receiving and releasing of draw documents and other office communications to concerned units/departments;</li> <li>Provides physical security in the Draw Venue and other areas where games are conducted;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
21.	167	Draw Operations Assistant I	8	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Assists in the preparation of draw machines, accessories and other draw equipment needed for the conduct of actual draws/games;</li> <li>Assists in the receiving, recording, and releasing of office communications;</li> <li>Disseminates draw results to concerned departments; and</li> </ul> Performs other related duties as may be deemed necessary.	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in College</li> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Sub-Professional)/ First Level Eligibility</li> </ul>
22.	168	Draw Operations Assistant I	8	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Assists in the preparation of draw machines, accessories and other draw equipment needed for the conduct of actual draws/games;</li> <li>Assists in the receiving, recording, and releasing of office communications;</li> <li>Disseminates draw results to concerned departments; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in College</li> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Sub-Professional)/ First Level Eligibility</li> </ul>
23.	171	Draw Equipment Maintenance Specialist III	18	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Responsible in the preparation and/or accomplishment of all draw and/or production equipment maintenance documents.</li> <li>Directs and controls the maintenance of draw and production equipment and paraphernalia;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> Two (2) years of experience in proper maintenance of draw equipment</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Coordinates with superior in the proper maintenance of draw and production equipment and paraphernalia;</li> <li>Assists in the actual maintenance of draw and production equipment and paraphernalia and make necessary recommendations to the next higher office in the Division to ensure operability of all draw equipment;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional)/ 2<sup>nd</sup> Level Eligibility</li> </ul>
24.	176	Draw Equipment Maintenance Assistant	10	Draw Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Secures all communication equipment and accessories of the Division;</li> <li>Ensures that all communication equipment and accessories are functioning properly during draw and game proceedings;</li> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> Two (2) years of experience in proper maintenance of draw equipment</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
25.	178	Project Evaluation Officer IV	22	Creatives Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Assists the Division Chief in all its duties and functions for effective and efficient implementation of activities and operations of the division;</li> <li>Designs, develops, formulates and recommends for implementation of lottery daily draw television program formats.</li> <li>In-charge of the production of communication materials (e.g. development of effective IEC design), merchandising materials, commercials</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> Three (3) years of experience in proper maintenance of draw equipment</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						and other communication materials that may be required; <ul style="list-style-type: none"> <li>Assists the DC in the technical and administrative supervision of personnel in the Division;</li> <li>Provides necessary feedback to the DC on matters of the production of IEC materials and broadcast of the TV program(s).</li> <li>Edits materials using linear and/or non-linear editing machine to come-up with a final product for airing/distribution;</li> <li>Prepares plans and budget proposals of the Division in consultation with the DC and other concerned employees/staff;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
26.	181	Media Production Specialist II	15	Creatives Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Assists in the conceptualization and execution of approved program formats and IEC materials, and make necessary recommendations for its improvement to the next higher officer in the Division;</li> <li>Prepares scripts of the IEC materials to be produced and the Hosts' scripts for the live TV programs;</li> <li>In-charge of manning the teleprompter machine and/or idiot boards, as the case may be;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> One (1) year of experience in proper maintenance of draw equipment</li> <li><b>Training/s:</b> Four (4) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
27.	182	Creative Arts Specialist II	15	Creatives Division	Gaming Technology	<ul style="list-style-type: none"> <li>Coordinates the use and maintenance of all sound and audio/visual equipment;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> </ul>

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					Department / GPDMS	<ul style="list-style-type: none"> <li>Provides support through the utilization of available technology for the creation and implementation of audio, video, graphic arts, lighting, and computer controlled works;</li> <li>Provides the graphic designs and/or graphic arts needed in the production of IEC materials, graphic designs and/or effects for the TV programs, etc.;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> One (1) year of experience in proper maintenance of draw equipment</li> <li><b>Training/s:</b> Four (4) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
28.	184	Artist Illustrator III	11	Creatives Division	Gaming Technology Department / GPDMS	<ul style="list-style-type: none"> <li>Performs lettering works to be used for graphics for TV programs, projects and shows of the Agency;</li> <li>Draws story boards, posters, charts, and graphs for illustration for TV production;</li> <li>Assists in laying-out and drawing graphic arts and designs;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> Illustrator (MC 10, s. 2003 Cat. II) /First Level Eligibility</li> </ul>
29.	194	Statistician IV	22	Product Standard & Development Division	Product and Standard Development Department (PSDD) - GPDMS	<ul style="list-style-type: none"> <li>Devises and evaluates methods and procedures for data collection, analysis and interpretation in the conduct of researches, surveys, focused group discussions, and determines appropriate statistical tools to be utilized;</li> <li>Analyzes and interprets data/information resulting from the conduct of researches of the Sector and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> Three (3) years of relevant experience</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<p>submits results to higher officials of the Division for policy determination/formulation;</p> <ul style="list-style-type: none"> <li>Analyzes and interprets studies relative to social marketing strategies, advertising materials, draw TV programs and trainings conducted and submits results to higher officials of the Division for policy determination/formulation;</li> <li>Conducts regular simulation processes to provide sales forecasts and trend analysis for new games;</li> <li>Determines appropriate computer application requirements for statistical analyses of data generated;</li> <li>Develops research proposals/protocols and conducts the same to further improve the effectiveness and efficiency of strategies and sales of the Sector;</li> <li>Builds normative database for research and development;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
30.	198	Senior Marketing Specialist	18	Product Standard & Development Division	PSDD - GPDMS	<ul style="list-style-type: none"> <li>Assists in the development, formulation and implementation of approved social marketing plans and strategies of game products;</li> <li>Gathers and organizes information to plan promotional campaigns;</li> <li>Designs and implements product launches for the various gaming products;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Reviews and recommends actions to address potential threat levels posed on games which can strengthen or weaken their marketability;</li> <li>Disseminates and distributes marketing campaign materials;</li> <li>Conceptualizes, develops and recommends advertising copy(ies), scripts, audio and video materials, and other promotional materials;</li> <li>Conducts economic studies relative to social marketing activities needed by the Division;</li> <li>Assists in the formulation of price schemes of game products based on the results of market researches conducted by the Product Research and Development Division.</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
31.	199	Senior Marketing Specialist	18	Sales & Marketing Division	PSDD - GPDMS	<ul style="list-style-type: none"> <li>Takes charge in the selling and monitoring of sales of offline gaming tickets;</li> <li>Establishes networking strategies and market niche to ensure the sale of offline lottery games tickets;</li> <li>Assists in the development of standardized sales proposals and presentations;</li> <li>Assists in the development of plans and sales networking activities of offline gaming products;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>• Prepares sales contracts in relation to the selling of offline gaming products;</li> <li>• Examines probabilities of transforming economic environment into profitable business avenues for the offline gaming products of the Office;</li> <li>• Analyzes changes in macro-economic indicators such as national income, population, business cycles, and their possible effect on the Agency's offline gaming products;</li> <li>• Conducts analyses on available information about offline gaming;</li> <li>• Provides periodic revenue forecasts and takes into consideration opportunity costs in the introduction of new offline game products;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
32.	204	Marketing Specialist	15	Sales & Marketing Division	PSDD - GPDMS	<ul style="list-style-type: none"> <li>• Assists in the selling and monitoring of sales of offline gaming tickets;</li> <li>• Assists in the establishment of networking strategies and market niche in the selling of offline lottery games tickets;</li> <li>• Assists in the preparation of sales contracts in relation to the selling of offline gaming products;</li> <li>• Analyzes and captures performance metrics of marketing campaigns;</li> <li>• Collects macro-economic indicators and other information for analysis such as national income, population, business</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<p>cycles, to determine their possible effect on the Agency's offline gaming products;</p> <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
33.	218	Department Manager III	26	Office of the Department Manager	Security Printing and Production Department (SPPD) - GPDMS	<ul style="list-style-type: none"> <li>• Set employee goals and objectives.</li> <li>• Develop/coach the staff to maximize their potential.</li> <li>• Monitor and assist staff with work progress.</li> <li>• Delegate work duties to the staff or chiefs of each unit.</li> <li>• Plan and implement procedures and systems to maximize operating efficiency.</li> <li>• Formulate policies and practices to optimize work force, efficiency and production.</li> <li>• Ensures the establishment of an efficient system of control, inventory and distribution of printed tickets, supplies, materials and other official forms;</li> <li>• Directs the preparation and timely submission of reports necessary to carry out the functions of the department;</li> <li>• Facilitate the preparation and analysis of reports.</li> <li>• Review performance data to monitor and measure productivity, goal progress and activity levels.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> 5 years of supervisory/management experience</li> <li>• <b>Trainings:</b> 120 hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
34.	219	Technical Assistant A	22	Office of the Department Manager	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Assists the Department Manager in the discharge of his/her functions;</li> <li>Develops, plans and recommends to the Department Manager, objectives, policies, programs and control measures of the divisions, as well as the proper actions to achieve and implement the same;</li> <li>Ensures coordination among the divisions of the department for a more effective and efficient operation;</li> <li>Undertakes research and analysis in the improvement of the production, design, quality control, distribution, monitoring and security features of tickets printed;</li> <li>Draws up schedule of maintenance of the printing machines;</li> <li>Oversees the strict observance of printing and production schedules in coordination with the complementary flow pace and general assessment of the department operations;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Trainings:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
35.	220	Technical Assistant B	20	Office of the Department Manager	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Assists in the planning and preparation of the annual budget and procurement of the Department;</li> <li>Keeps custody of all official records of the Department such as but not limited to daily accomplishment, employees</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 3 years relevant experience</li> <li><b>Trainings:</b> 16 hours of relevant training</li> </ul>



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						<p>work pattern and behavior, attendance, and leaves;</p> <ul style="list-style-type: none"> <li>• Prepares official communications, reports, memoranda and other documents that maybe required;</li> <li>• Draws up schedule of requisition of printing supplies for the Department;</li> <li>• Consolidates and summarizes inventory reports of printing supplies and production from time to time;</li> <li>• Acts as the supply officer of the Department;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
36.	224	Division Chief III	24	Processing & Monitoring Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Supervises the division for efficient and effective operation;</li> <li>• Supervises, monitors and controls the implementation of department policies;</li> <li>• Ensures timely submission of reports on papelitos issuances and its corresponding receipts;</li> <li>• Ensures implementation of a systematic process in the distribution, monitoring and inventory of all printed materials and forms;</li> <li>• Plans the required workload of each personnel in the division;</li> <li>• Supervises the forecast of level of raw materials and supplies.</li> <li>• Ensures timely production and delivery of products and materials.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> 4 years of supervisory/management experience</li> <li>• <b>Training:</b> 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>Assumes shared responsibility with the personnel assigned in case of lapses or loss of materials and supplies;</li> <li>Recommends to the Department Manager various methods to simplify the task and to attain optimum efficiency;</li> <li>Ensures efficient control, inventory and distribution of printed tickets, supplies, materials and other official forms;</li> <li>Ensures proper monitoring and inventory of supplies and materials for printing use.</li> <li>Safe keeps the record and inventory on the release of printing supplies and materials and all printed matters and forms;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
37.	226	Supply Officer III	18	Processing & Monitoring Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Responsible in devising a systematic procedure in stacking all printed official forms for easy retrieval;</li> <li>Coordinates with concerned units/departments regarding the inventory of printing materials;</li> <li>Collects data for analysis of the consumption of raw material and supplies to ensures that optimum efficiency in the production level is observed.</li> <li>Prepares reports of comparative/analysis of production of printed materials.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>Responsible for the issuance and physical inventory of printing supplies, materials and printed forms;</li> <li>Prepares daily summaries of supplies and forms released, Stock Requisition Form of all printing materials/supplies and printed forms, procurement form of the printing supplies to be purchased and list/matrix of all the materials needed in printing the bet slips, tickets, papelitos and other accountable forms;</li> <li>Responsible in preparing, processing and facilitating the documents for the supplies needed by the Printing Department;</li> <li>Coordinates with the warehouse personnel to check inventory of the printing supplies and materials;</li> <li>Responsible for the issuance and physical inventory of all printed official forms/supplies;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
38.	227	Supply Officer III	18	Processing & Monitoring Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Responsible in devising a systematic procedure in stacking all printed official forms for easy retrieval;</li> <li>Coordinates with concerned units/departments regarding the inventory of printing materials;</li> <li>Collects data for analysis of the consumption of raw material and supplies to ensures that optimum</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<p>efficiency in the production level is observed.</p> <ul style="list-style-type: none"> <li>• Prepares reports of comparative/analysis of production of printed materials.</li> <li>• Responsible for the issuance and physical inventory of printing supplies, materials and printed forms;</li> <li>• Prepares daily summaries of supplies and forms released, Stock Requisition Form of all printing materials/supplies and printed forms, procurement form of the printing supplies to be purchased and list/matrix of all the materials needed in printing the bet slips, tickets, papelitos and other accountable forms;</li> <li>• Responsible in preparing, processing and facilitating the documents for the supplies needed by the Printing Department;</li> <li>• Coordinates with the warehouse personnel to check inventory of the printing supplies and materials;</li> <li>• Responsible for the issuance and physical inventory of all printed official forms/supplies;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
39.	230	Supply Officer II	14	Processing & Monitoring Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Prepares the Stock Requisition Form of all printed forms/supplies;</li> <li>• Prepares summaries of weekly payments of fines for missing pads or papelitos;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares weekly reports of all agents who have missing pads of papelitos or discrepancies;</li> <li>• Receives, records, evaluates/ processes all duly accomplished requests for issuance of printed official forms and papelitos;</li> <li>• Records, reconciles and monitors consumptions/ releases of papelitos, bet slips, thermal rolls, etc after processing and evaluation;</li> <li>• Submits monthly reports/ summary of gross receipts to superiors;</li> <li>• Ensures the easy access and retrieval of official printed forms;</li> <li>• Responsible in releasing the printing supplies and printed forms;</li> <li>• Files the index card/requisition card for monitoring;</li> <li>• Prepares the daily inventory report of printing supplies and materials in the warehouse;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
40.	235	Creative Arts Specialist III	18	Design & Production Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Operates the camera and contact machine for making negative and positive plates;</li> <li>• Conceptualizes security designs of tickets;</li> <li>• Prepares the lay-out of tickets, ads, office forms and other official/accountable forms;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares the processing of letterpress plates and offset plates in preparation for the press run;</li> <li>• Prepares layouts for tickets, cotejo, posters, office forms, etc.;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
41.	236	Creative Arts Specialist II	15	Design & Production Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Assists in the preparation of the lay-out of lottery tickets, ads office and other accountable forms;</li> <li>• Conducts research on the latest techniques and printing technology;</li> <li>• Assists in the processing of letterpress and offset plates in preparation for the press run;</li> <li>• Prepares layouts for tickets, cotejo, posters, office forms, etc.;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
42.	237	Printing Quality Control Officer II	14	Design & Production Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Proofreads the designs and texts of the plates;</li> <li>• Lays-outs the details of the materials to be printed before the final run;</li> <li>• Inspects the details of the printed materials in its dry-run stage;</li> <li>• Checks the quality of the printed materials;</li> <li>• Prepares the plates of the materials to be printed;</li> <li>• Develops necessary security features and printing processes for PCSO game tickets;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Proofreads and typesets materials from original copy;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
43.	239	Chief Pressman	18	Press & Bindery Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Supervises the printing jobs that are being fed at the two-color offset printing machine;</li> <li>• Prepares schedules of maintenance for the printing machines;</li> <li>• Supervises the work and personnel of the offset and letterpress machine;</li> <li>• Supervises the daily cleaning, trial runs and performance of the machines before actual printing;</li> <li>• Ensures the timely requisition of watermarked paper, newsprint and other needed printing materials;</li> <li>• Ensures periodic inspection and proper maintenance of printing machines;</li> <li>• Monitors and control the availability of supplies and materials being used;</li> <li>• Researches for modern, state-of-the-art equipment for the necessary upgrade of machines to optimize printing and production of printed materials.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate</li> <li>• <b>Experience:</b> 4 years of relevant experience</li> <li>• <b>Training:</b> 24 hours of relevant training</li> <li>• <b>Eligibility:</b> Pressman/ (MC 10, s. 2013-Cat. II)</li> </ul>
44.	245	Printing Machine Operator IV	11	Press & Bindery Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Supervises the printing jobs that are being fed at the two-color offset machine;</li> <li>• Operates the offset press in the printing of office and other accountable forms,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						bet slips, papelitos, cotejo and other office forms to complete the work quota; <ul style="list-style-type: none"> <li>Records the production allotted by the immediate supervisor;</li> <li>Maintains the operational condition of the machines through daily check-ups, lubrication and cleaning;</li> <li>Supervises the cleaning and maintenance of the two-color offset machine;</li> <li>Responsible in trouble-shooting minor defects on the machines;</li> <li>Safe-keeps the materials needed in maintaining the machines;</li> <li>Prepares and submits the daily performance reports;</li> <li>Operates the offset and letterpress machines;</li> <li>Responsible in setting the numbering machines before the final run;</li> <li>Responsible in reporting any problem regarding the offset and letterpress machines;</li> <li>Reports to the immediate supervisor any defect in the machine;</li> <li>Sees to it that all nipples and needle bearings are well-oiled;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> Printing Machine Operator/ (MC 10, s. 2013-Cat. II)</li> </ul>
45.	246	Printing Machine Operator IV	11	Press & Bindery Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Supervises the printing jobs that are being fed at the two-color offset machine;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate</li> <li><b>Experience:</b> 2 years of relevant experience</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Operates the offset press in the printing of office and other accountable forms, bet slips, papelitos, cotejo and other office forms to complete the work quota;</li> <li>Records the production allotted by the immediate supervisor;</li> <li>Maintains the operational condition of the machines through daily check-ups, lubrication and cleaning;</li> <li>Supervises the cleaning and maintenance of the two-color offset machine;</li> <li>Responsible in trouble-shooting minor defects on the machines;</li> <li>Safe-keeps the materials needed in maintaining the machines;</li> <li>Prepares and submits the daily performance reports;</li> <li>Operates the offset and letterpress machines;</li> <li>Responsible in setting the numbering machines before the final run;</li> <li>Responsible in reporting any problem regarding the offset and letterpress machines;</li> <li>Reports to the immediate supervisor any defect in the machine;</li> <li>Sees to it that all nipples and needle bearings are well-oiled;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Printing Machine Operator/ (MC 10, s. 2013-Cat. II)</li> </ul>
46.	248	Printing Machine Operator III	9	Press & Bindery Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Assists in setting the offset and letterpress machines before the printing</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>of the office and accountable forms, bet slips, papelitos, cotejo and other forms that may be required;</p> <ul style="list-style-type: none"> <li>Assists in setting the numbering machines before the printing of the office and other accountable forms, bet slips, papelitos, cotejo and other forms that may be required;</li> <li>Prepares status reports on the operational conditions of the offset and letterpress machines and submits them to the immediate supervisor;</li> <li>Responsible with the trouble-shooting of minor defects on the offset, letterpress and numbering machines;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> Printing Machine Operator/ (MC 10, s. 2013-Cat. II)</li> </ul>
47.	262	Production Planning and Control Officer IV	22	Quality Control Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Safe keeps all game tickets received by the Division;</li> <li>Supervises the recording and insertion of corrected game tickets, office and accountable forms;</li> <li>Supervises and coordinates with the concerned division the re-printing of defective tickets, office and accountable forms;</li> <li>Ascertains the correctness of the re-printed game tickets, office and accountable forms;</li> <li>Assists the Division Chief in ensuring error free checking of game tickets, office and other accountable forms;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>• Directs the compilation of game tickets, office and other accountable forms, in ascending order and according to the date of the draw;</li> <li>• Directs the preparation of bundle cover cards by writing the bundle number with the corresponding serial number on each card;</li> <li>• Arranges the defective booklets in proper order, checks the clarity, accuracy and order of the serial numbers of the tickets and the correctness of the perforating lines;</li> <li>• Receives loose tickets re-printed and compare them against the recorded defective tickets;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
48.	263	Printing Quality Control Officer II	14	Quality Control Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Ensures the following: <ul style="list-style-type: none"> <li>▫Production of error-free tickets through rigid checking;</li> <li>▫Authenticity of tickets, accountable forms and other printed materials and prevents possible tampering and counterfeiting;</li> <li>▫Safekeeping and warehousing of the detached guide sheets and spoilage;</li> <li>▫That the tickets, accountable forms and other printed materials are well accounted for and properly secured before their delivery and release to concerned units/departments;</li> </ul> </li> <li>• Segregates booklets containing defective tickets, accountable forms and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>other printed materials for purposes of recording;</p> <ul style="list-style-type: none"> <li>• Carefully inspects the tickets, accountable forms and other printed materials whether they conform with the specifications in the contracts and informs the supplier of any deviations for immediate replacement;</li> <li>• Establishes a system of detaching and recording defective tickets, accountable forms and other printed materials;</li> <li>• Coordinates with the concerned Division for re-printing of defective tickets and other printed materials and ensures that the same are reprinted correctly;</li> <li>• Ascertains that the reprinted materials are inserted in the proper class;</li> <li>• Performs rigid checking of all reprinted materials;</li> <li>• In-charge in the proper warehousing and inventory of game tickets;</li> <li>• Devises and changes the security features of the tickets and other printed materials;</li> <li>• Encodes security holes in the tickets with the use of the primary and secondary perforating machines;</li> <li>• Extracts the winning guide sheets of traditional tickets in order to confirm and validate the authenticity of the winning tickets.</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
49.	264	Sr. Sweepstakes/Lottery Operations Officer	18	Quality Control Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Records and inserts the corrected tickets, accountable forms and other printed materials;</li> <li>Coordinates the re-printing of defective tickets, accountable forms and other printed materials;</li> <li>Checks correctness of the re-printed tickets, accountable forms and other printed materials;</li> <li>Checks the tickets, accountable forms and other printed materials and ensures that they are error free;</li> <li>Compiles tickets, accountable forms and other printed materials , in ascending order and according to the date of the draw;</li> <li>Prepares bundle cover cards by writing the bundle number with the corresponding serial number on each card;</li> <li>Arranges the defective booklets in proper order, checks the clarity, accuracy and order of the serial numbers of the tickets and the correctness of the perforating lines;</li> <li>Receives loose tickets re-printed and compare them against the recorded defective tickets;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
50.	266	Sweepstakes/Lottery	15	Quality Control Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>Inserts the corrected tickets, accountable forms and other printed materials;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
		Operations Officer III				<ul style="list-style-type: none"> <li>• Checks correctness of the re-printed tickets, accountable forms and other printed materials;</li> <li>• Ensures that tickets, accountable forms and other printed materials are error-free before release;</li> <li>• Arranges tickets, accountable forms and other printed materials in ascending order and/or according to the date of the draw;</li> <li>• Writes the bundle number with the corresponding serial number on each bundle cover card;</li> <li>• Arranges the defective booklets in proper order, checks the clarity, accuracy and order of the serial numbers of the tickets and the correctness of the perforating lines;</li> <li>• Verifies the loose tickets re-printed and compares them against the recorded defective tickets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
51.	267	Sweepstakes/Lottery Operations Officer III	15	Quality Control Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Inserts the corrected tickets, accountable forms and other printed materials;</li> <li>• Checks correctness of the re-printed tickets, accountable forms and other printed materials;</li> <li>• Ensures that tickets, accountable forms and other printed materials are error-free before release;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Arranges tickets, accountable forms and other printed materials in ascending order and/or according to the date of the draw;</li> <li>• Writes the bundle number with the corresponding serial number on each bundle cover card;</li> <li>• Arranges the defective booklets in proper order, checks the clarity, accuracy and order of the serial numbers of the tickets and the correctness of the perforating lines;</li> <li>• Verifies the loose tickets re-printed and compares them against the recorded defective tickets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
52.	269	Printing Quality Inspector III	9	Quality Control Division	SPPD - GPDMS	<ul style="list-style-type: none"> <li>• Rigidly checks printed game tickets and accountable forms to avoid errors;</li> <li>• Authenticates tickets, accountable forms and other printed materials to prevent tampering and counterfeiting;</li> <li>• Safe keep tickets, accountable forms and other printed materials before delivery and release to concerned departments;</li> <li>• Secures detached guide sheets and spoilage;</li> <li>• Records booklets containing defective tickets, accountable forms and other printed materials and reports them to superiors;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ 1<sup>st</sup> Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Inspects tickets, accountable forms and other printed materials whether they conform with the specifications in the contracts and informs the supplier of any deviations for immediate replacement;</li> <li>• Coordinates with the concerned Division for re-printing of defective tickets and other printed materials and ensures that the same are reprinted correctly;</li> <li>• Encodes security holes in the tickets with the use of the primary and secondary perforating machines;</li> <li>• Extracts the winning guide sheets of traditional tickets in order to confirm and validate the authenticity of the winning tickets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
53.	284	Secretary III	10	Office of the Assistant General Manager	Branch Operations Sector (BOS)	<ul style="list-style-type: none"> <li>• Facilitates and arranges appointments and meetings to be attended by the AGM, inside and outside the office premises;</li> <li>• Sorts incoming documents requiring action of the AGM and endorse outgoing documents to concerned personnel of the AGM BOS</li> <li>• In charge in the filing and safekeeping of all documents</li> <li>• In charge of the incoming and outgoing emails (concerning the AGM)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ Firs Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Attends to the clients and visitors of the AGM</li> <li>• Prepares minutes of meeting and simple communications</li> <li>• Releases all documents assigned to the concerned department/units for their appropriate action;</li> <li>• Maintains log books or records of all documents received, assigned and released to the concerned departments for proper monitoring and easy reference;</li> <li>• Performs other related duties as may deemed necessary</li> </ul>	
54.	295	Information Technology Officer II	22	Technical Evaluation & Monitoring Division (TEMD)	National Capital Region Department (NCRD) - BOS	<ul style="list-style-type: none"> <li>• Assists in planning, directing, supervising and coordinating the operations of the Division;</li> <li>• Assists in directing, supervising and communicating with the systems suppliers and other communication line carriers in accordance with the operations;</li> <li>• Supervises the installation of modems and terminals in the different outlets;</li> <li>• Reviews reports of the technical team prior to the final assessment and evaluation of the Division Chief;</li> <li>• Ensures the integrity and technical performance of systems providers;</li> <li>• Identifies and recommends training needs of personnel;</li> <li>• Assists in the preparation of the yearly operational budget program of the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						Division and monitors, controls and evaluates its expenditures; <ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
55.	308	Communication s Equipment Inspector II	11	TEMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Assists in the follow up of installation orders from communication carriers and in the conduct field inspections of proposed sites for the outlets in accordance with the Rules and Regulations set by the Management;</li> <li>Submits monthly summary of installation and inspection reports to the Supervisor;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/ Firs Level Eligibility</li> </ul>
56.	309	Communication s Equipment Inspector II	11	TEMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Assists in the follow up of installation orders from communication carriers and in the conduct field inspections of proposed sites for the outlets in accordance with the Rules and Regulations set by the Management;</li> <li>Submits monthly summary of installation and inspection reports to the Supervisor;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/ Firs Level Eligibility</li> </ul>
57.	313	Game Equipment Maintenance Specialist	18	TEMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Assists in developing plans and generating information on gaming operations;</li> <li>Assists in the review and evaluation of all gaming applications and all supporting documents;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> 2 years experience in proper maintenance of game equipment;</li> <li><b>Training/s:</b></li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Coordinates with Hotline Operations Section regarding reported problem/s by the agents in their operations;</li> <li>Prepares monthly incident reports on terminal and telecommunications problems encountered; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
58.	315	Electronics & Communications Equipment Technician IV	15	TEMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Conducts field preventive maintenance on existing outlets;</li> <li>Assists agents on hardware and software problems;</li> <li>Repairs terminal malfunctions;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant trainings</li> <li><b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
59.	317	Electronics & Communications Equipment Technician III	11	TEMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Checks the completeness of lotto / lotto express application and if complete, prepares Order of Payment (new, transfer of site and transfer of ownership;</li> <li>Assigns control number and records to logbook upon receipt of OR and forwards to ECET IV (SG-15) (new, transfer of site and transfer of ownership;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> </ul>

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						<ul style="list-style-type: none"> <li>Performs clerical functions: <ul style="list-style-type: none"> <li>Photocopying</li> <li>Facilitates outgoing documents</li> </ul> </li> <li>Receives request for agents' concerns such as: <ul style="list-style-type: none"> <li>Termination</li> <li>Certification as an Agent</li> <li>Transfer of site</li> <li>Transfer of ownership</li> <li>Maintains Agent's 201 folders</li> <li>Handles inquiries and information regarding agent's concerns</li> <li>Prepares certification relative to the request of the Agent</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
60.	338	Accounting Specialist I	13	Accounts Management Division (AMD)	NCRD - BOS	<ul style="list-style-type: none"> <li>Verifies the accuracy and completeness of reports submitted by agents/operators;</li> <li>Helps in the preparation of various reports and correspondences as instructed by superiors;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
61.	342	Accounts Management Analyst I	11	AMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Assists in the verification of the accuracy and completeness of agents' reports;</li> <li>Helps in the preparation of various reports and documents as instructed by superiors; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
62.	345	Accounts Management Analyst I	11	AMD	NCRD - BOS	<ul style="list-style-type: none"> <li>Assists in the verification of the accuracy and completeness of agents' reports;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> None required</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Helps in the preparation of various reports and documents as instructed by superiors; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
63.	369	Accounting Analyst	11	Accounts Management Division	Northern & Central Luzon Department (NCLD) - BOS	<ul style="list-style-type: none"> <li>In charge of the processing of Surety Bond (SB) of Lotto and Lotto Express agents;</li> <li>In charge of the processing of claims from Insurance Company;</li> <li>Prepares reports for submission re-Surety Bond status and claim to AO III and the Department Manager;</li> <li>Maintains a database of SB status; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job;</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
64.	386	Administrative Officer III	18	Abra Branch Office	NCLD – BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office;</li> <li>Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products,</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						payrolls, remittances and disbursement vouchers; <ul style="list-style-type: none"> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
65.	388	Social Welfare Officer I	11	Abra Branch Office	NCLD – BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
66.	394	Cash Clerk IV	10	Mt. Province Branch	NCLD	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority);</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets;</li> <li>• Conducts training with hands- on training to lotto agents and their operators; <b>(Bookkeeper functions)</b></li> <li>• Records the sales and remittance of agents in the Subsidiary Ledger;</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Recommends terminal block-off for late/non-remittance;</li> <li>• Prepares Disbursement Voucher;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Prepares and submits financial reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
67.	396	Branch Manager	25	Pangasinan Branch	NCLD - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>• Reviews and examines all reports of the branch offices;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree;</li> <li>• <b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>Prepares and submits budget, plans and programs of the branch;</li> <li>Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>Ensures timely submission of all branch reports needed by the management;</li> <li>Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
68.	420	Cashier III	18	La Union Branch Office (B)	NCLD - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
69.	433	Assistant Branch Manager	24	Cagayan Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Establishes linkages with multi-sectoral groups and LGU's, etc.;</li> <li>• In the absence of the branch manager, represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary"</li> </ul>	
70.	435	Cashier IV	22	Cagayan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Three (3) years relevant experience</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	
71.	447	Administrative Officer III	18	Apayao Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Supervises the day to day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> <li>•</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
72.	448	Cashier II	14	Apayao Branch Office	NCLD - BOS T	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> One (1) year relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / 2<sup>nd</sup> level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> </ul> <p><b>(some of ABM functions)</b></p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p><b>(AO functions)</b></p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
73.	449	Social Welfare Officer I	11	Apayao Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for approval</li> <li>Prepares and submits report needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social Work</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
74.	450	Cash Clerk IV	10	Apayao Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in college</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training</li> <li><b>Eligibility:</b> CS (Sub-Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	
75.	451	Driver Courier II	6	Apayao Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> <li>• Provides clerical and messenger functions</li> </ul> <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School graduate</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC10, s. 2013-Cat. III)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
76.	457	Branch Manager	25	Isabela Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>Certifies and signs in the disbursement vouchers</li> <li>Signatory of the Guarantee Letter issued by the Branch Office</li> <li>Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>Reviews and examines all reports of the branch offices</li> <li>Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>Prepares and submits budget, plans and programs of the branch</li> <li>Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>Ensures timely submission of all branch reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li><b>Training/s:</b> One Hundred Twenty (120) of managerial training</li> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
77.	473	Cashier III	18	Nueva Vizcaya Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant;</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR);</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" on all disbursement Vouchers and forwards the same to the</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>Accountant together with the copy of RCI and CDR;</p> <ul style="list-style-type: none"> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
78.	480	Administrative Officer III	18	Ifugao Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Supervises the day to day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/<b>eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
79.	484	Driver Courier II	6	Ifugao Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> <li>• Provides clerical and messenger functions</li> </ul> <p><b>(Clerk IV functions)</b></p> <ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management; and</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
80.	489	Driver Courier II	6	Batanes Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School Graduate</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Provides clerical and messenger functions</li> </ul> <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games</li> <li>Receives, checks and verifies PWAR of lotto agents</li> <li>Records cancelled tickets report of each agent</li> <li>Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>Prepares and submits report required by the management</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>
81.	492	Social Welfare Officer I	11	Quirino Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for approval</li> <li>Prepares and submits report needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social work</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
82.	496	Assistant Branch Manager	24	Bataan Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>In charge of the operations in the absence of the Branch Manager;</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Four (4) years of supervisory and management experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office;</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>• Monitors collection of statements of account for penalty of late remittance and the likes issued by the branch office;</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof;</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>• Inspects, evaluates and recommends outlets' application;</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
83.	502	Electronics & Communications Equipment Technician III	11	Bataan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
84.	504	Cash Clerk IV	10	Bataan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operators;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
85.	506	Cash Clerk IV	10	Bataan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operators ;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
86.	507	Clerk IV	8	Bataan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> 1 years of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits report required by the management</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
87.	513	Cashier IV	22	Bulacan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Three (3) years relevant experience</li> <li>• <b>Training/s:</b> Sixteen (16) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
88.	522	Clerk IV	8	Bulacan Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> 1 years of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
89.	525	Branch Manager	25	Nueva Ecija Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree;</li> <li>• <b>Experience:</b> Five (5) years of experience involving management and supervision</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>• Reviews and examines all reports of the branch offices;</li> <li>• Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>• Prepares and submits budget, plans and programs of the branch;</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>• Ensures timely submission of all branch reports needed by the management;</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
90.	532	Electronics & Communications Equipment Technician III	11	Nueva Ecija Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
91.	533	Bookkeeper III	10	Nueva Ecija Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Handles Accounts Receivables</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Recommends terminal block-off for late/non remittance</li> <li>• Prepares Disbursement Voucher</li> <li>• Prepares and issues certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Sub-professional) / First level eligibility</li> </ul>
92.	535	Cash Clerk IV	10	Nueva Ecija Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operator</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
93.	554	Cash Clerk IV	10	Pampanga Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operator</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
94.	561	Assistant Branch Manager	24	Tarlac Branch Office (A)	NCLD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory andmanagement experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>Inspects, evaluates and recommends outlets' application</li> <li>Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> </ul> <p>Performs other related duties as may be deemed necessary</p>	
95.	570	Cash Clerk IV	10	Tarlac Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary</li> <li>Conducts hands-on training for lotto operator</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
96.	578	Cashier IV	22	Zambales Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Three (3) years relevant experience</li> <li>• <b>Training/s:</b> Sixteen (16) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
97.	579	Administrative Officer III	18	Zambales Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>Files all approved pass out slip of the personnel</li> <li>Prepares and file transmittal letter for outgoing documents</li> <li>Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>Prepares monthly EMAP reports</li> <li>Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>Maintains and updates 201 files</li> <li>Facilitates processing of fidelity bond renewal of bonded employees</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
98.	584	Cash Clerk IV	10	Zambales Branch Office	NCLD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operator</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
99.	596	Division Chief III	24	Office of the Department Manager (ODM)	Main Office (Southern Tagalog and Bicol Region Department) - BOS	<ul style="list-style-type: none"> <li>• Supervises the daily activities of the Accounts Management Division;</li> <li>• Attends to the needs and concerns of the branch offices</li> <li>• Ensures accuracy and timeliness of preparation and submission of the financial reports of the Branches;</li> <li>• Supervises and reviews consolidation of various reports from Branches;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> Four (4) years of supervisory/management experience</li> <li>• <b>Training/s:</b> Forty (40) hours of supervisory/management learning and development</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Coordinates with the Branches and Branch Operations Sector on various issues and concerns</li> <li>Acts as In-Charge of Office in the absence of the Department Manager;</li> <li>Ensures accurate and timely preparation, consolidation and submission of financial reports of the branches offices under its area of jurisdiction;</li> <li>Examines and verifies disbursement vouchers and documents from branches offices <ul style="list-style-type: none"> <li>Assists in monitoring the operations of branches offices;</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities (for ODM Visayas and Mindanao)</li> </ul> </li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<p>intervention undertaken within the last 5 years</p> <ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
100.	602	Administrative Officer II	15	ODM	STBRD - BOS	<ul style="list-style-type: none"> <li>Supervises the administrative concerns of personnel of the department;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains database of all personnel of the department and an organized 201 file of each personnel</li> <li>• Recommends trainings/ seminars for the personnel of the dept.</li> <li>• Handles the processing of salaries, benefits, time and attendance of personnel</li> <li>• Coordinates and facilitates the processing of personnel movement – from hiring, promotion, re-assignment, designation, resignation, retirement</li> <li>• Implements CSC and office policies pertaining to personnel discipline</li> <li>• Ensures compliance of the department and the branch offices regarding ARTA</li> <li>• Consolidates various personnel related reports</li> <li>• Preparation of Travel Orders</li> <li>• Coordinates with the Human Resources Department regarding personnel concerns</li> <li>• In charge of the career pathing/planning of personnel</li> <li>• Handles the processing of requests for personnel under job order contract</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary"</li> </ul>	
101.	605	Computer Operator IV	14	ODM	STBRD - BOS	<ul style="list-style-type: none"> <li>Provides computer support &amp; services to the all personnel of the department;</li> <li>In charge in the database of the incoming and outgoing of documents</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 3 year of relevant experience</li> <li><b>Training/s:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/Data Encoder (MC 3, s. 2008)First Level Eligibility</li> </ul>
102.	618	Bookkeeper III	10	Laguna Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Handles Accounts Receivables</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non remittance</li> <li>Prepares Disbursement Voucher</li> <li>Prepares and issues certificates of tax withheld;</li> <li>Prepares alpha-list of employees and various creditors</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 year of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	
103.	619	Cash Clerk IV	10	Laguna Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operator</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
104.	622	Clerk IV	8	Laguna Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> <li>• Assists in the preparation of certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
105.	625	Branch Manager	25	Cavite Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>Certifies and signs in the disbursement vouchers;</li> <li>Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>Reviews and examines all reports of the branch offices;</li> <li>Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>Prepares and submits budget, plans and programs of the branch;</li> <li>Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>Ensures timely submission of all branch reports needed by the management;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree;</li> <li><b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li><b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
106.	626	Assistant Branch Manager	24	Cavite Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>In charge of the operations in the absence of the Branch Manager</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>Inspects, evaluates and recommends outlets' application</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Four (4) years of supervisory and management experience</li> <li><b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	
107.	641	Assistant Branch Manager	24	Batangas Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						maintenance, including EMAP medicines and modalities <ul style="list-style-type: none"> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary</li> </ul> Performs other related duties as may be deemed necessary"	
108.	651	Cash Clerk IV	10	Batangas Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P10,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary</li> <li>• Conducts hands-on training for lotto operator</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
109.	655	Administrative Officer III	18	Occidental Mindoro Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Supervises the day to day operations of the branch office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
110.	656	Cashier II	14	Occidental Mindoro Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>deposits the same daily to the authorized depository banks;</p> <ul style="list-style-type: none"> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management</li> </ul> <p>(some of ABM functions)</p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p>(AO functions)</p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report , file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> </ul> <p>Performs other related duties as may be deemed necessary</p>	
111.	662	Social Welfare Officer I	11	Romblon Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social work</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
112.	663	Cash Clerk IV	10	Romblon Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Sub-Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non remittance</li> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	
113.	666	Assistant Branch Manager	24	Quezon Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager;</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to the concerned personnel/department in the head office;</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office;</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>registration of vehicles) and facilitates renewal thereof;</p> <ul style="list-style-type: none"> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>• Inspects, evaluates and recommends outlets' application;</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
114.	669	Administrative Officer III	18	Quezon Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of the personnel;</li> <li>• Prepares and file transmittal letter for outgoing documents;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and updates 201 files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Records Management and Disposal; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
115.	681	Cashier III	18	Marinduque Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	
116.	682	Administrative Officer I	11	Marinduque Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Receives, distributes, keep tract and files all memorandum, correspondence,</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>board resolutions and other similar communications received by the branch</p> <ul style="list-style-type: none"> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report , file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal"</li> </ul> <p>(ABM functions)</p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the FMO</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> CS (Professional) / Second</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the FMO and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary</li> </ul> (Bookkeeper functions) <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> </ul> Recommends terminal block-off for late/non remittance	
117.	684	Electronics & Communications Equipment Technician III	11	Marinduque Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>Process blocking and unblocking of erring agents</li> <li>Process renewal of surety bond and agency agreement</li> <li>Releases communication, circular and the likes to the agents</li> <li>Process and issue the Operator's /Teller's ID</li> <li>Process lotto and keno application</li> <li>Maintain database for applicants and agents concern</li> <li>Prepares and submits reports needed by the management</li> </ul> (Supply Officer functions) <ul style="list-style-type: none"> <li>Issues janitorial and office supplies to office personnel, records the issuance</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>to individual stock card and prepares monthly report</p> <ul style="list-style-type: none"> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes</li> <li>Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	
118.	690	Accountant IV	22	Rizal Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Certifies as to correctness of entries in the DV and signs in box A</li> <li>Prepares Budget Utilization Slip (BUS) for expenses</li> <li>Prepares Journal Entries</li> <li>Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>Checks and certifies correct to statement of account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>Monitors all cash advances issued to personnel and ensure its liquidation-Monitors remittances of Agents (lotto, express lotto, STL Corp. and the likes)</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Commerce/ Business Administration major in Accounting</li> <li><b>Experience:</b> Three (3) years of relevant experience</li> <li><b>Training/s:</b> 16 hours of relevant trainings</li> <li><b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Monitors payment to creditors (OF and CF)</li> <li>• Prepares alpha list of employees, agents and various creditors</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>• Verifies the validity and authenticity of winning tickets</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable Aging</li> <li>• Prepares other financial reports needed by the management</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
119.	692	Administrative Officer III	18	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Files all approved pass out slip of the personnel;</li> <li>Prepares and file transmittal letter for outgoing documents;</li> <li>Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>Prepares monthly EMAP reports;</li> <li>Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>Maintains and updates 201 files;</li> <li>Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>Maintain records and conducts physical inventory of office supplies, semi expendable and PPE;</li> <li>Prepares and submits reports needed by the management;</li> <li>Records Management and Disposal; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
120.	693	Social Welfare Officer II	15	Rizal Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for approval</li> <li>Prepares and submits report needed by the management</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social Work</li> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant trainings</li> <li><b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary</li> </ul>	
121.	711	Bookkeeper III	10	Oriental Mindoro Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Handles Accounts Receivables;</li> <li>Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> <li>Recommends terminal block-off for late/non remittance;</li> <li>Prepares Disbursement Voucher;</li> <li>Prepares and issues certificates of tax withheld;</li> <li>Prepares alpha-list of employees and various creditors;</li> <li>Record payment for the Creditors;</li> <li>Maintain Subsidiary ledger for all the accounts;</li> <li>Prepares and submits financial reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in college</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Sub-professional) / First level eligibility</li> </ul>
122.	713	Cash Clerk IV	10	Oriental Mindoro Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
123.	714	Cash Clerk IV	10	Oriental Mindoro Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
124.	715	Clerk IV	8	Oriental Mindoro Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games</li> <li>Receives, checks and verifies PWAR of lotto agents</li> <li>Records cancelled tickets report of each agent</li> <li>Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>Prepares and submits report required by the management</li> <li>Assists in the preparation of certificates of tax withheld;</li> <li>Prepares alpha-list of employees and various creditors</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
125.	718	Branch Manager	25	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating,</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Five (5) years of experience involving management and supervision</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						Prize), Purchases, Personnel and Agents concerns; <ul style="list-style-type: none"> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>• Reviews and examines all reports of the branch offices;</li> <li>• Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>• Prepares and submits budget, plans and programs of the branch;</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>• Ensures timely submission of all branch reports needed by the management;</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
126.	719	Assistant Branch Manager	24	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager;</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to the concerned personnel/department in the head office;</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office;</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof;</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>• Inspects, evaluates and recommends outlets' application;</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
127.	726	Bookkeeper III	10	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Handles Accounts Receivables;</li> <li>Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> <li>Recommends terminal block-off for late/non remittance;</li> <li>Prepares Disbursement Voucher;</li> <li>Prepares and issues certificates of tax withheld;</li> <li>Prepares alpha-list of employees and various creditors;</li> <li>Record payment for the Creditors;</li> <li>Maintain Subsidiary ledger for all the accounts;</li> <li>Prepares and submits financial reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of Two (2) years studies in college</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Sub-professional) / First level eligibility</li> </ul>
128.	727	Cash Clerk IV	10	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
129.	728	Cash Clerk IV	10	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
130.	729	Cash Clerk IV	10	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
131.	730	Clerk IV	8	Palawan Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games</li> <li>Receives, checks and verifies PWAR of lotto agents</li> <li>Records cancelled tickets report of each agent</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant trainings</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
132.	733	Branch Manager	25	Camarines Sur Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>• Reviews and examines all reports of the branch offices;</li> <li>• Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree;</li> <li>• <b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits budget, plans and programs of the branch;</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>• Ensures timely submission of all branch reports needed by the management;</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
133.	734	Assistant Branch Manager	24	Camarines Sur Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager;</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to the concerned personnel/department in the head office;</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office;</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>registration of vehicles) and facilitates renewal thereof;</p> <ul style="list-style-type: none"> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>• Inspects, evaluates and recommends outlets' application;</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
134.	740	Electronic & Communications Equipment Technician III	11	Camarines Sur Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
135.	744	Cash Clerk IV	10	Camarines Sur Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
136.	745	Clerk IV	8	Camarines Sur Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
137.	749	Cashier III	18	Camarines Norte Branch Office (B)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banksof the Branch Office;</li> <li>• 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 depositorybanks;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant;</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and CheckDisbursement Records (CDR);</li> <li>• Maintains Warrant Register Record for check issued (OF,PF and CF) Stamps "PAID" on alldisbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
138.	757	Assistant Branch Manager	24	Albay Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager;</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to the concerned personnel/department in the head office;</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof;</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>Inspects, evaluates and recommends outlets' application;</li> <li>Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
139.	759	Cashier IV	22	Albay Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD)</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Three (3) years relevant experience</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</p> <ul style="list-style-type: none"> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
140.	764	Bookkeeper III	10	Albay Branch Office (A)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Handles Accounts Receivables;</li> <li>• Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of Two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Recommends terminal block-off for late/non remittance;</li> <li>• Prepares Disbursement Voucher;</li> <li>• Prepares and issues certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Prepares and submits financial reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Sub-professional) / First level eligibility</li> </ul>
141.	771	Financial & Management Officer I	22	Sorsogon Branch Office (B)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p><b><i>(Accountants Function except signatory in box A of DV)</i></b></p> <ul style="list-style-type: none"> <li>• Prepares Budget Utilization Slip (BUS) for expenses</li> <li>• Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>• Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Monitors all cash advances issued to personnel and ensure its liquidation</li> <li>• Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>• Monitors payment to creditors (OF and CF)</li> <li>• Prepares alpha list of employees, agents and various creditors</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>• Verifies the validity and authenticity of winning tickets</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>• Prepares other financial reports needed by the management</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be assigned</li> </ul>	
142.	772	Cashier III	18	Sorsogon Branch Office (B)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
143.	779	Administrative Officer III	18	Masbate Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office;</li> <li>Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
144.	780	Cashier II	14	Masbate Branch Office	STBRD - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> One (1) year relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>deposits the same daily to the authorized depository banks;</p> <ul style="list-style-type: none"> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p><b>(some of ABM functions)</b></p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p><b>(AO functions)</b></p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
145.	784	Administrative Officer III	18	Catanduanes Branch Office (C)	STBRD - BOS	<ul style="list-style-type: none"> <li>• Supervises the day to day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
146.	797	Division Chief III	24	Office of the Department Manager-Visayas	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises the daily activities of the Accounts Management Division</li> <li>• Attends to the needs and concerns of the branch offices</li> <li>• Ensures accuracy and timeliness of preparation and submission of the financial reports of the Branches</li> <li>• Supervises and reviews consolidation of various reports from Branches</li> <li>• Coordinates with the Branches and Branch Operations Sector on various issues and concerns</li> <li>• Acts as In-Charge of Office in the absence of the Department Manager;</li> <li>• Ensures accurate and timely preparation, consolidation and submission of financial reports of the branches offices under its area of jurisdiction;</li> <li>• Examines and verifies disbursement vouchers and documents from branches offices;</li> <li>• Assists in monitoring the operations of branches offices;</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities (for ODM Visayas and Mindanao)</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> Four (4) years of supervisory/management experience</li> <li>• <b>Training/s:</b> Forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
147.	806	Computer Operator IV	14	Office of the Department Manager-Visayas	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Provides computer support &amp; services to the all personnel of the department;</li> <li>In charge in the database of the incoming and outgoing of documents</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 3 year of relevant experience</li> <li><b>Training/s:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/Data Encoder (MC 3, s. 2008)First Level Eligibility</li> </ul>
148.	809	Accounting Analyst	11	Office of the Department Manager-Visayas	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>In charge of the processing of Surety Bond (SB) of Lotto and Lotto Express agents;</li> <li>In charge of the processing of claims from Insurance Company;</li> <li>Prepares reports for submission re-Surety Bond status and claim to AO III and the Department Manager;</li> <li>Maintains a database of SB status; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job;</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
149.	811	Branch Manager	25	Iloilo Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>Ensure adherence to the existing policies, systems, and procedures in the</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li><b>Training/s:</b> One Hundred Twenty (120)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						branch operations including compliance to COA AOMs <ul style="list-style-type: none"> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	hours of managerial training <ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>
150.	830	Electronics & Communications	11	Aklan Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
		Equipment Technician III				<p>operators and other related concerns and issues;</p> <ul style="list-style-type: none"> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<p>graduate with relevant vocational / trade course</p> <ul style="list-style-type: none"> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
151.	838	Electronics & Communications Equipment Technician III	11	Antique Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management; <b>(Supply Officer functions)</b></li> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
152.	839	Cash Clerk IV	10	Antique Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority);</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets;</li> <li>• Conducts training with hands-on training to lotto agents and their operators;</li> <li>• <b>(Bookkeeper functions)</b></li> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
153.	848	Driver Courier II	6	Capiz Branch Office (B)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> <li>• Provides clerical and messenger functions</li> <li>• <b>(Supply Officer functions)</b></li> <li>• 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.</li> <li>• Coordinates with the ODM the schedule of hauling lotto supplies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary Graduate</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						(Clerk IV functions) <ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
154.	850	Administrative Officer III	18	Guimaras Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises the day to day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
155.	853	Cash Clerk IV	10	Guimaras Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
156.	860	Social Welfare Officer II	15	Negros Occidental Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>assistance under IMAP and other requests on charity concerns</p> <ul style="list-style-type: none"> <li>• Forwards to Branch Manager cases recommended for P50k and below for approval</li> <li>• Endorses to Charity Assistance Department (CAD) Manager either thru fax or e-mail cases recommended for above 50k and cases in excess of Branch Allotment, facilitate transmittal of documents.</li> <li>• Prepares disbursement voucher for the cases approved by Charity Assistance Department (CAD) and certifies correct, transmits the DV to CAD</li> <li>• Monitors assistance and payments for endorsed cases to CAD, maintain database.</li> <li>• Prepares report needed by the management</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
157.	871	Assistant Branch Manager	24	Bohol Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager;</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> <li>• Monitors compliance to all reports and ensure submission to the branch</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory/management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>manager and/or to the concerned personnel/department in the head office;</p> <ul style="list-style-type: none"> <li>Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office;</li> <li>Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof;</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>Inspects, evaluates and recommends outlets' application;</li> <li>Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<p>management and supervision</p> <ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
158.	876	Supply Officer II	14	Bohol Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Computes and issues lotto/keno supplies and other paraphernalia to the agents. Records all issuances of supplies to its</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>individual stock card and prepares monthly report.</p> <ul style="list-style-type: none"> <li>Coordinates with the ODM the schedule of hauling lotto supplies</li> <li>Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report</li> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes</li> <li>Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training</li> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>
159.	886	Assistant Branch Manager	24	Cebu Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>In charge of the operations in the absence of the Branch Manager</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Four (4) years of supervisory and management experience</li> <li><b>Training/s:</b> Twenty-four (24) hours of supervisory/management learning &amp; development intervention</li> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
160.	889	Administrative Officer III	18	Cebu Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Files all approved pass out slip of the personnel</li> <li>Prepares and file transmittal letter for outgoing documents</li> <li>Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>Prepares monthly EMAP reports</li> <li>Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>Maintains and updates 201 files</li> <li>Facilitates processing of fidelity bond renewal of bonded employees</li> <li>Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>Prepares and submits reports needed by the management</li> <li>Records Management and Disposal</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
161.	910	Cash Clerk IV	10	Negros Oriental Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
162.	916	Cashier II	14	Siquijor Branch Office (C)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> </ul> <p><b>(some of ABM functions)</b></p> <ul style="list-style-type: none"> <li>In charge of the operations in the absence of the AO</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p><b>(AO functions)</b></p> <ul style="list-style-type: none"> <li>Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>Files all approved pass out slip of the personnel</li> <li>Prepares and file transmittal letter for outgoing documents</li> <li>Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>Prepares monthly EMAP reports</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
163.	917	Social Welfare Officer I	11	Siquijor Branch Office (C)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social work</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
164.	918	Cash Clerk IV	10	Siquijor Branch Office (C)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non-remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
165.	920	Branch Manager	25	Leyte Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>Certifies and signs in the disbursement vouchers</li> <li>Signatory of the Guarantee Letter issued by the Branch Office</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li><b>Training/s:</b> One Hundred Twenty (120) hours of managerial training</li> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
166.	921	Assistant Branch Manager	24	Leyte Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of supervisory and management</li> <li>• <b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						provisions in Agency Agreement and expiration of surety bond and contracts <ul style="list-style-type: none"> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
167.	928	Bookkeeper III	10	Leyte Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Handles Accounts Receivables;</li> <li>• Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance;</li> <li>• Prepares Disbursement Voucher;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and issues certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Prepares and submits financial reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Sub-professional) / First level eligibility</li> </ul>
168.	931	Cash Clerk IV	10	Leyte Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
169.	932	Clerk IV	8	Leyte Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> 1 years of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
170.	935	Financial & Management Officer I	22	Biliran Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>Certifies and signs in the disbursement vouchers</li> <li>Signatory of the Guarantee Letter issued by the Branch Office</li> <li>Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>Reviews and examines all reports of the branch offices</li> <li>Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>Prepares and submits budget, plans and programs of the branch</li> <li>Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Three (3) years of relevant experience</li> <li><b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li><b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Ensures timely submission of all branch reports needed by the management</li> <li>Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p><b><i>(Accountants Function except signatory in box A of DV)</i></b></p> <ul style="list-style-type: none"> <li>Prepares Budget Utilization Slip (BUS) for expenses</li> <li>Prepares Journal Entries</li> <li>Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>Monitors all cash advances issued to personnel and ensure its liquidation</li> <li>Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>Monitors payment to creditors (OF and CF)</li> <li>Prepares alpha list of employees, agents and various creditors</li> <li>Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>Verifies the validity and authenticity of winning tickets</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>• Prepares other financial reports needed by the management</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be assigned</li> </ul>	
171.	939	Electronics & Communications Equipment Technician III	11	Biliran Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> </ul> (Supply Officer functions) <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours relevant trainings</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						individual stock card and prepares monthly report <ul style="list-style-type: none"> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes</li> <li>Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	
172.	943	Financial & Management Officer I	22	Southern Leyte Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>Certifies and signs in the disbursement vouchers</li> <li>Signatory of the Guarantee Letter issued by the Branch Office</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Three (3) years of relevant experience</li> <li><b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li><b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p><b><i>(Accountants Function except signatory in box A of DV)</i></b></p> <ul style="list-style-type: none"> <li>• Prepares Budget Utilization Slip (BUS) for expenses</li> <li>• Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>• Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors all cash advances issued to personnel and ensure its liquidation</li> <li>Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>Monitors payment to creditors (OF and CF)</li> <li>Prepares alpha list of employees, agents and various creditors</li> <li>Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>Verifies the validity and authenticity of winning tickets</li> <li>Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>Prepares other financial reports needed by the management</li> <li>Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms; and Performs other related duties as may be assigned</li> </ul>	
173.	944	Cashier III	18	Southern Leyte Branch Office	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
174.	948	Cash Clerk IV	10	Southern Leyte Branch Office (B)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
175.	952	Assistant Branch Manager	24	Western Samar Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>In charge of the operations in the absence of the Branch Manager</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Four (4) years of supervisory and management experience</li> <li><b>Training/s:</b> Twenty-four (24) hours of supervisory and management</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>Inspects, evaluates and recommends outlets' application</li> <li>Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<p>learning &amp; development intervention</p> <ul style="list-style-type: none"> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>
176.	955	Administrative Officer III	18	Western Samar Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel</li> </ul>	<ol style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> </ol>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
177.	958	Electronic & Communications Equipment Technician III	11	Western Samar Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Education:</b> Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course</li> <li>2. <b>Experience:</b> Two (2) years of relevant experience</li> </ol>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<p>3. <b>Training/s:</b> 8 hours of relevant trainings</p> <p>4. <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</p>
178.	964	Driver Courier II	6	Western Samar Branch Office (A)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> <li>• Provides clerical and messenger functions</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary Graduate</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
179.	968	Administrative Officer I	11	Northern Samar Branch Office (B)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> none required</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal</li> </ul> <p><b>(ABM functions)</b></p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the FMO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> CSC (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Monitors compliance to all reports and ensure submission to the FMO and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> </ul>	
180.	970	Electronics & Communication s Equipment Technician III	11	Northern Samar Branch Office (B)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management; <b>(Supply Officer functions)</b></li> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						Improvement and the likes; <ul style="list-style-type: none"> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
181.	972	Driver Courier II	6	Northern Samar Branch Office (B)	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> <li>• Provides clerical and messenger functions</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Coordinates with the ODM the schedule of hauling lotto supplies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary Graduate</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
182.	974	Administrative Officer III	18	Eastern Samar Branch Office-C	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises the day to day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
183.	977	Cash Clerk IV	10	Eastern Samar Branch Office-C	VISAYAS DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non-remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
184.	983	Secretary II	9	ODM – Mindanao Department	MINDANAO DEPARTMENT – BOS	<ul style="list-style-type: none"> <li>• Facilitates and arranges appointments and meetings to be attended by the DM, inside and outside the office premises;</li> <li>• Receives incoming documents requiring action of the DM and endorse outgoing documents to concerned offices</li> <li>• In charge in the filing and safekeeping of all documents</li> <li>• In charge of the incoming-outgoing calls of the DM</li> <li>• In charge of the incoming and outgoing emails (concerning the DM)</li> <li>• Attends to the clients and visitors of the DM</li> <li>• Prepares minutes of meeting and simple communications</li> <li>• Performs other related functions as may be deemed necessary.”</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
185.	996	Communications Equipment Operator IV	11	ODM – Mindanao Department	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• In charge in all the inquiries relative to the operations of the department</li> <li>• In charge in the receipt and transmittal of facsimile documents to branch offices In charge of the incoming and outgoing emails (to and from branch offices)</li> <li>• In-charge in all gaming operations concerns of agents,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• such as transfer of site, change of carrier, transfer of ownership, defaulted agents, etc.;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Eight (8) hours of relevant experience</li> <li>• <b>Eligibility:</b> Communications Equipment Operator (MC 10, s. 2013-Cat II)</li> </ul>
186.	1000	Branch Manager	25	Zamboanga Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li>• <b>Training/s:</b> One Hundred Twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
187.	1001	Asst. Branch Manager	24	Zamboanga Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory and management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
188.	1005	Social Welfare Officer II	15	Zamboanga Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
189.	1006	Supply Officer II	14	Zamboanga Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Coordinates with the ODM the schedule of hauling lotto supplies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report</li> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes</li> <li>Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation</li> <li>Prepares and submits reports needed by the management</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>
190.	1009	Cash Clerk IV	10	Zamboanga Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
191.	1015	Financial & Management Officer I	22	Zamboanga Del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Three (3) years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p><b><i>(Accountants Function except signatory in box A of DV)</i></b></p>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Budget Utilization Slip (BUS) for expenses</li> <li>• Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>• Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>• Monitors all cash advances issued to personnel and ensure its liquidation</li> <li>• Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>• Monitors payment to creditors (OF and CF)</li> <li>• Prepares alpha list of employees, agents and various creditors</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>• Verifies the validity and authenticity of winning tickets</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>• Prepares other financial reports needed by the management</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be assigned</li> </ul>	
192.	1017	Administrative Officer I	11	Zamboanga Del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> CSC (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records Management and Disposal</li> </ul> <p><b>(ABM functions)</b></p> <ul style="list-style-type: none"> <li>In charge of the operations in the absence of the FMO</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>Monitors compliance to all reports and ensure submission to the FMO and/or to concerned personnel/department in the head office</li> <li>Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>Inspects, evaluates and recommends outlets' application</li> <li>Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> </ul>	
193.	1020	Cash Clerk IV	10	Zamboanga Del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Sub-Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary"</li> </ul>	
194.	1024	Cashier III	18	Zamboanga Sibugay Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
195.	1026	Social Welfare Officer I	11	Zamboanga Sibugay Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for P50k and below for approval</li> <li>• Prepares report needed by the management</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
196.	1027	Electronics & Communications Equipment Technician III	11	Zamboanga Sibugay Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>the agents;</p> <ul style="list-style-type: none"> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)
197.	1029	Driver Courier II	6	Zamboanga Sibugay Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle</li> <li>• Provides clerical and messenger functions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary Graduate</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<b>(Supply Officer functions)</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Coordinates with the ODM the schedule of hauling lotto supplies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
198.	1047	Assistant Branch Manager	24	Bukidnon Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the Branch Manager;</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM;</li> <li>• Monitors compliance to all reports and ensure submission to the branch manager and/or to the concerned personnel/department in the head office;</li> <li>• Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts;</li> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office;</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof;</li> <li>• Conducts inspection to all procurements, pre/post inspection for</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree</li> <li>• <b>Experience:</b> Four (4) years of supervisory/management experience</li> <li>• <b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						repair and maintenance, including EMAP medicines and modalities; <ul style="list-style-type: none"> <li>• Inspects, evaluates and recommends outlets' application;</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
199.	1049	Cashier IV	22	Bukidnon Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Three (3) years relevant experience</li> <li>• <b>Training/s:</b> Sixteen (16) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
200.	1053	Electronics & Communications Equipment Technician III	11	Bukidnon Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II,</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)
201.	1061	Branch Manager	25	Misamis Oriental Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree;</li> <li>• <b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Reviews and examines all reports of the branch offices;</li> <li>Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>Prepares and submits budget, plans and programs of the branch;</li> <li>Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>Ensures timely submission of all branch reports needed by the management;</li> <li>Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
202.	1064	Cashier IV	22	Misamis Oriental Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD)</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Three (3) years relevant experience</li> <li><b>Training/s:</b> Sixteen (16) hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</p> <ul style="list-style-type: none"> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
203.	1065	Administrative Officer III	18	Misamis Oriental Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
204.	1072	Cash Clerk IV	10	Misamis Oriental Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings based on approved authority Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
205.	1077	Cashier III	18	Lanao Del Norte Branch Office (B)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant;</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR);</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF) Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
206.	1079	Social Welfare Officer I		Lanao Del Norte Branch Office (B)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for P50k and below for approval</li> <li>• Prepares report needed by the management</li> <li>• Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
207.	1081	Cash Clerk IV	10	Lanao Del Norte Branch Office (B)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Sub-Professional) / First level eligibility</li> </ul>
208.	1087	Social Welfare Officer I	11	Lanao Del Norte Branch Office (B)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for P50k and below for approval</li> <li>Prepares report needed by the management</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social Work</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
209.	1088	Electronics & Communications Equipment Technician III	11	Misamis Occidental Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>Process blocking and unblocking of erring agents</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>Process renewal of surety bond and agency agreement;</p> <ul style="list-style-type: none"> <li>Releases communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's /Teller's ID</li> <li>Process lotto and keno applications;</li> <li>Maintain database for applicants and agents concerns;</li> <li>Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>Prepares and submits reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
210.	1092	Administrative Officer III	18	Camiguin Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office;</li> <li>• Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
211.	1093	Cashier II	14	Camiguin Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> </ul> <p><b>(some of ABM functions)</b></p> <ul style="list-style-type: none"> <li>In charge of the operations in the absence of the AO</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul>	

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



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
212.	1094	Social Welfare Officer I	11	Camiguin Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social work</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
213.	1095	Cash Clerk IV	10	Camiguin Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary</li> </ul>	
214.	1096	Driver Courier II	6	Camiguin Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Performs driving functions</li> <li>Maintains the cleanliness and good condition of the vehicle</li> <li>Provides clerical and messenger functions</li> </ul> <p><b>(Clerk IV functions)</b></p> <ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games</li> <li>Receives, checks and verifies PWAR of lotto agents</li> <li>Records cancelled tickets report of each agent</li> <li>Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>Prepares and submits report required by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary Graduate</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
215.	1097	Administrative Officer III	18	Lanao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office;</li> <li>Acts as human resource officer of the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
216.	1098	Cashier II	14	Lanao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>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;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> One (1) year relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> </ul> <p><b>(some of ABM functions)</b></p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p><b>(AO functions)</b></p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/logbook for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
217.	1099	Social Welfare Officer I	11	Lanao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social work</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Prepares and submits report needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> RA 1080</li> </ul>
218.	1100	Cash Clerk IV	10	Lanao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non-remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
219.	1101	Driver Courier II	6	Lanao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Performs driving functions</li> <li>Maintains the cleanliness and good condition of the vehicle</li> <li>Provides clerical and messenger functions</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary Graduate</li> <li><b>Experience:</b> none required</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p><b>(Clerk IV functions)</b></p> <ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games</li> <li>• Receives, checks and verifies PWAR of lotto agents</li> <li>• Records cancelled tickets report of each agent</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>• Prepares and submits report required by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
220.	1102	Branch Manager	25	Davao Del Sur Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree;</li> <li>• <b>Experience:</b> Five (5) years of experience involving management and supervision</li> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>• Reviews and examines all reports of the branch offices;</li> <li>• Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>• Prepares and submits budget, plans and programs of the branch;</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>• Ensures timely submission of all branch reports needed by the management;</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
221.	1104	Accountant IV	22	Davao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Certifies as to correctness of entries in the DV and signs in box A</li> <li>• Prepares Budget Utilization Slip (BUS) for expenses- Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF-</li> <li>• Checks and certifies correct to statement of account issued to agents for lost cancelled tickets and penalty for late remittances</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Commerce/ Business Administration major in Accounting</li> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> 16 hours of relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors all cash advances issued to personnel and ensure its liquidation-Monitors remittances of Agents (lotto, express lotto, STL Corp. and the likes)</li> <li>Monitors payment to creditors (OF and CF)</li> <li>Prepares alpha list of employees, agents and various creditors</li> <li>Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>Verifies the validity and authenticity of winning tickets</li> <li>Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>Prepares Bank Reconciliation and Accounts Receivable Aging</li> <li>Prepares other financial reports needed by the management</li> <li>Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	
222.	1107	Social Welfare Officer II	15	Davao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for approval</li> <li>Prepares and submits report needed by the management</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social Work</li> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant trainings</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> RA 1080</li> </ul>
223.	1120	Social Welfare Officer I	11	Davao Del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for P50k and below for approval</li> <li>Prepares report needed by the management</li> <li>Performs other related duties as may be deemed necessary"</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social Work</li> <li><b>Experience:</b> None required</li> <li><b>Training/s:</b> None required</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
224.	1122	Cash Clerk IV	10	Davao Del Norte Branch Office (B)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority);</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets;</li> <li>Conducts training with hands- on training to lotto agents and their operators;</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Sub-professional)/ First level eligibility</li> </ul>
225.	1123	Driver Courier II	6	Davao Del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Performs driving functions</li> <li>Maintains the cleanliness and good condition of the vehicle</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary Graduate</li> <li><b>Experience:</b> none required</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Provides clerical and messenger functions</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Coordinates with the ODM the schedule of hauling lotto supplies</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
226.	1125	Administrative Officer III	18	Compostela Valley (Davao De Oro - R.A No. 11297) Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office;</li> <li>Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
227.	1127	Social Welfare Officer I	11	Compostela Valley (Davao De Oro - R.A No. 11297) Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>Forwards to Branch Manager cases recommended for approval</li> <li>Prepares and submits report needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Social work</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
228.	1128	Cash Clerk IV	10	Compostela Valley (Davao De Oro - R.A No. 11297) Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non-remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
229.	1131	Cashier II	14	Davao Oriental Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> </ul> <p><b>(some of ABM functions)</b></p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p><b>(AO functions)</b></p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
230.	1133	Cash Clerk IV	10	Davao Oriental Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p><b>(Bookkeeper functions)</b></p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
231.	1135	Branch Manager	25	South Cotabato Branch Office (A)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers;</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches;</li> <li>• Reviews and examines all reports of the branch offices;</li> <li>• Establishes linkages with multi sectoral groups and LGUs, etc.;</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's Degree;</li> <li>• <b>Experience:</b> Five (5 years of experience involving management and supervision</li> <li>• <b>Training/s:</b> One hundred twenty (120) hours of managerial training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits budget, plans and programs of the branch;</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>• Ensures timely submission of all branch reports needed by the management;</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
232.	1140	Social Welfare Officer II	15	South Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
233.	1142	Electronics & Communications Equipment Technician III	11	South Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
234.	1143	Bookkeeper III	10	South Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Handles Accounts Receivables;</li> <li>• Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance;</li> <li>• Prepares Disbursement Voucher;</li> <li>• Prepares and issues certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Prepares and submits financial reports needed by the management; and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
235.	1147	Clerk IV	8	South Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games</li> <li>Receives, checks and verifies PWAR of lotto agents</li> <li>Records cancelled tickets report of each agent</li> <li>Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>Prepares and submits report required by the management</li> <li>Assists in the preparation of certificates of tax withheld;</li> <li>Prepares alpha-list of employees and various creditors</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in College</li> <li><b>Experience:</b> 1 years of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
236.	1150	Financial and Management Officer I	22	North Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Three (3) years of relevant experience</li> <li><b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li><b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p><b><i>(Accountants Function except signatory in box A of DV)</i></b></p> <ul style="list-style-type: none"> <li>• Prepares Budget Utilization Slip (BUS) for expenses</li> <li>• Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>• Monitors all cash advances issued to personnel and ensure its liquidation</li> <li>• Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>• Monitors payment to creditors (OF and CF)</li> <li>• Prepares alpha list of employees, agents and various creditors</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>• Verifies the validity and authenticity of winning tickets</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>• Prepares other financial reports needed by the management</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be assigned</li> </ul>	
237.	1151	Cashier III	18	North Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Office tellers,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;</p> <ul style="list-style-type: none"> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
238.	1153	Social Welfare Officer I	11	North Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for P50k and below for approval</li> <li>• Prepares report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
239.	1154	Electronics & Communications Equipment Technician III	11	North Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management; <b>(Supply Officer functions)</b></li> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
240.	1155	Cash Clerk IV	10	North Cotabato Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands-on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in college</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Sub-Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
241.	1158	Financial and Management Officer I	22	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p><b><i>(Accountants Function except signatory in box A of DV)</i></b></p> <ul style="list-style-type: none"> <li>• Prepares Budget Utilization Slip (BUS) for expenses</li> <li>• Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>• Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>• Monitors all cash advances issued to personnel and ensure its liquidation</li> <li>• Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>• Monitors payment to creditors (OF and CF)</li> <li>• Prepares alpha list of employees, agents and various creditors</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Verifies the validity and authenticity of winning tickets</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>• Prepares other financial reports needed by the management</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be assigned</li> </ul>	
242.	1159	Cashier III	18	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
243.	1160	Administrative Officer I	11	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> CSC (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal</li> </ul> <p>(ABM functions)</p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the FMO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>• Monitors compliance to all reports and ensure submission to the FMO and/or to concerned personnel/department in the head office</li> <li>• Monitors agent's operation issues and concern such as compliance to the</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>provisions in Agency Agreement and expiration of surety bond and contracts</p> <ul style="list-style-type: none"> <li>• Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>• Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof</li> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
244.	1161	Social Welfare Officer I	11	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
245.	1162	Electronics & Communications Equipment Technician III	11	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents</li> </ul> <p>Process renewal of surety bond and agency agreement;</p> <ul style="list-style-type: none"> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>to individual stock card and prepares monthly report;</p> <ul style="list-style-type: none"> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>Prepares and submits reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
246.	1163	Cash Clerk IV	10	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of two (2) years studies in college</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training</li> <li><b>Eligibility:</b> CS (Sub-Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary</li> </ul>	
247.	1164	Driver Courier II	6	Maguindanao Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Performs driving functions</li> <li>Maintains the cleanliness and good condition of the vehicle</li> <li>Provides clerical and messenger functions</li> </ul> <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> <li>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.</li> <li>Coordinates with the ODM the schedule of hauling lotto supplies</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary Graduate</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>
248.	1166	Administrative Officer III	18	Sarangani Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office;</li> <li>Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary..</li> </ul>	
249.	1167	Cashier II	14	Sarangani Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>• Prepares and submits reports needed by the management</li> </ul> <p>(some of ABM functions)</p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p>(AO functions)</p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
250.	1168	Social Welfare Officer I	11	Sarangani Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social work</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
251.	1169	Cash Clerk IV	10	Sarangani Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non-remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant trainings</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
252.	1170	Driver Courier II	6	Sarangani Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Performs driving functions</li> <li>Maintains the cleanliness and good condition of the vehicle</li> <li>Provides clerical and messenger functions</li> </ul> <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games</li> <li>Receives, checks and verifies PWAR of lotto agents</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary Graduate</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-CAT. IV)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records cancelled tickets report of each agent</li> <li>Prepares statement of account or payment order form for lost/cancelled tickets</li> <li>Prepares and submits report required by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	
253.	1171	Administrative Officer III	18	Sultan Kudarat Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Supervises the day to day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office;</li> <li>Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
254.	1172	Cashier II	14	Sultan Kudarat Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> </ul> <p>(some of ABM functions)</p> <ul style="list-style-type: none"> <li>In charge of the operations in the absence of the AO</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p>(AO functions)</p> <ul style="list-style-type: none"> <li>Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>Files all approved pass out slip of the personnel</li> <li>Prepares and file transmittal letter for outgoing documents</li> <li>Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>Prepares monthly EMAP reports</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
255.	1173	Social Welfare Officer I	11	Sultan Kudarat Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates, records and recommends for approval the request for assistance under IMAP and other requests on charity concerns</li> <li>• Forwards to Branch Manager cases recommended for approval</li> <li>• Prepares and submits report needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Social work</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
256.	1174	Cash Clerk IV	10	Sultan Kudarat Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>Recommends terminal block-off for late/non-remittance</li> <li>Prepares Disbursement Voucher</li> <li>Record payment for the Creditors</li> <li>Maintain Subsidiary ledger for all the accounts</li> <li>Prepares and submits financial reports needed by the management</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>
257.	1177	Assistant Branch Manager	24	Agusan del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>In charge of the operations in the absence of the Branch Manager</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the BM</li> <li>Monitors compliance to all reports and ensure submission to the branch manager and/or to concerned personnel/department in the head office</li> <li>Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts</li> <li>Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office.</li> <li>Monitors and attends to the expiration of contracts (lease, insurance and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's Degree</li> <li><b>Experience:</b> Four (4) years of supervisory and management experience</li> <li><b>Training/s:</b> Twenty-four (24) hours of training in management and supervision</li> <li><b>Eligibility:</b> CSC (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>registration of vehicles) and facilitates renewal thereof</p> <ul style="list-style-type: none"> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities</li> <li>• Inspects, evaluates and recommends outlets' application</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
258.	1178	Accountant IV	22	Agusan del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Certifies as to correctness of entries in the DV and signs in box A</li> <li>• Prepares Budget Utilization Slip (BUS) for expenses- Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF- Checks and certifies correct to statement of account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>• Monitors all cash advances issued to personnel and ensure its liquidation- Monitors remittances of Agents (lotto, express lotto, STL Corp. and the likes)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree in Commerce/ Business Administration major in Accounting</li> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> 16 hours of relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors payment to creditors (OF and CF)</li> <li>Prepares alpha list of employees, agents and various creditors</li> <li>Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>Verifies the validity and authenticity of winning tickets</li> <li>Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>Prepares Bank Reconciliation and Accounts Receivable Aging</li> <li>Prepares other financial reports needed by the management</li> <li>Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>Performs other related duties as may be deemed necessary</li> </ul>	
259.	1180	Administrative Officer III	18	Agusan del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>Files all approved pass out slip of the personnel</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Records Management and Disposal</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
260.	1183	Electronics & Communication s Equipment Technician III	11	Agusan del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue</li> <li>• Process blocking and unblocking of erring agents</li> <li>• Process renewal of surety bond and agency agreement</li> <li>• Releases communication, circular and the likes to the agents</li> <li>• Process and issue the Operator's /Teller's ID</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> Electronics and Communications Equipment Technician II,</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process lotto and keno application</li> <li>• Maintain database for applicants and agents concern</li> <li>• Prepares and submits reports needed by the management</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)
261.	1191	Financial & Management Officer I	22	Surigao Del Norte Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns</li> <li>• Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs</li> <li>• Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch</li> <li>• Certifies and signs in the disbursement vouchers</li> <li>• Signatory of the Guarantee Letter issued by the Branch Office</li> <li>• Prepares and submit monthly monitoring and accomplishment report of the branches</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> sixteen (16) hours relevant trainings</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Reviews and examines all reports of the branch offices</li> <li>• Establishes linkages with multi-sectoral groups and LGUs, etc.</li> <li>• Promotes sweepstakes and lotto and all PCSO products of the branch</li> <li>• Prepares and submits budget, plans and programs of the branch</li> <li>• Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations</li> <li>• Ensures timely submission of all branch reports needed by the management</li> <li>• Represents the management in various meetings, dialogues, invitations, social and cultural invitations</li> </ul> <p>(Accountants Function except signatory in box A of DV)</p> <ul style="list-style-type: none"> <li>• Prepares Budget Utilization Slip (BUS) for expenses</li> <li>• Prepares Journal Entries</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF</li> <li>• Checks and certifies correct Statement of Account issued to agents for lost cancelled tickets and penalty for late remittances</li> <li>• Monitors all cash advances issued to personnel and ensure its liquidation</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Monitors remittances of Agents (lotto, express lotto, STL Corp., and the likes)</li> <li>• Monitors payment to creditors (OF and CF)</li> <li>• Prepares alpha list of employees, agents and various creditors</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel</li> <li>• Verifies the validity and authenticity of winning tickets</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM)</li> <li>• Prepares Bank Reconciliation and Accounts Receivable/ Aging</li> <li>• Prepares other financial reports needed by the management</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms</li> <li>• Performs other related duties as may be assigned</li> </ul>	
262.	1195	Electronics and Communication s Equipment Technician III	11	Surigao Del Norte Branch Office (B)	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents</li> </ul> Process renewal of surety bond and agency agreement;	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Releases communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's /Teller's ID</li> <li>Process lotto and keno applications;</li> <li>Maintain database for applicants and agents concerns;</li> <li>Prepares and submits reports needed by the management;</li> </ul> (Supply Officer functions) <ul style="list-style-type: none"> <li>Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>Prepares and submits reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II)</li> </ul>
263.	1205	Cashier II	14	Dinagat Islands Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> One (1) year relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>corresponding official receipts and deposits the same daily to the authorized depository banks;</p> <ul style="list-style-type: none"> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>Prepares checks for signature for approved disbursement vouchers;</li> <li>Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> Four (4) hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>(some of ABM functions)</p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the AO</li> <li>• Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p>(AO functions)</p> <ul style="list-style-type: none"> <li>• Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>• Files all approved pass out slip of the personnel</li> <li>• Prepares and file transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>• Prepares monthly EMAP reports</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
264.	1207	Cash Clerk IV	10	Dinagat Islands Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority)</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets</li> <li>• Conducts training with hands- on training to lotto agents and their operators</li> </ul> <p>(Bookkeeper functions)</p> <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances</li> <li>• Recommends terminal block-off for late/non-remittance</li> <li>• Prepares Disbursement Voucher</li> <li>• Record payment for the Creditors</li> <li>• Maintain Subsidiary ledger for all the accounts</li> <li>• Prepares and submits financial reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in College</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant trainings</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
265.	1210	Cashier II	14	Surigao Del Sur Branch Office	MINDANAO DEPARTMENT - BOS	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• 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;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant.</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR)</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF)</li> <li>• Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / First level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel.</li> <li>Prepares and submits reports needed by the management</li> </ul> <p>(some of ABM functions)</p> <ul style="list-style-type: none"> <li>In charge of the operations in the absence of the AO</li> <li>Alternate signatory for all the documents and reports of the branch office in the absence of the AO</li> </ul> <p>(AO functions)</p> <ul style="list-style-type: none"> <li>Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key</li> <li>Files all approved pass out slip of the personnel</li> <li>Prepares and file transmittal letter for outgoing documents</li> <li>Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits</li> <li>Prepares monthly EMAP reports</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments</li> <li>• Maintains and updates 201 files</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE.</li> <li>• Prepares and submits reports needed by the management</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
266.	1293	Social Welfare Officer IV	22	Branch Monitoring Division	Charity Assistance Department (CAD) – Management Services Sector (Charity Sector)	<ul style="list-style-type: none"> <li>• Assists the Division Chief in the formulation, development and implementation of program guidelines of Individual Assistance Program in the Branch and Satellite Offices;</li> <li>• Provides technical assistance to subordinate social workers/staff and superiors;</li> <li>• Assists in the preparation of Annual Reports and other reports of the Division;</li> <li>• Receives, evaluates and consolidates requests for financial assistances such as donations of medicines, calamities, individual medical assistance, etc. acted upon by the Branch and Satellite Offices;</li> <li>• Consolidates fund reports of the Branch and Satellite Offices;</li> <li>• Monitors actions taken by Branch and Satellite Offices relative to individual assistance;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 3 years relevant experience</li> <li>• <b>Training/s:</b> 16 hours relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
267.	1305	Communications Equipment Operator IV	11	Office of the Department Manager	Medical Services Department (MSD) – Charity Sector	<ul style="list-style-type: none"> <li>Receives queries from patients/clienteles pertaining to medical/dental services of the Agency;</li> <li>Performs computer functions: Data Entry and Data Inquiry in providing medical/dental services;</li> <li>Assists in the monitoring and recording the medical/dental services given and prepares reports thereof;</li> <li>Follows-up and updates all medical/dental services and coordinates with concerned groups/units/departments for the expeditious solution of problems;</li> <li>Handles telephone inquiries seeking advices on assistance requests and answers to all inquiries of the public;</li> <li>Conducts required database entry and changes and coordinates with concerned groups/personnel for proper information dissemination;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Communications Equipment Operator (MC 10, s. 2013-Cat. II)</li> </ul>
268.	1318	Medical Officer IV	20	Medical and Dental Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>Conducts physical examinations/assessments of PCSO Employees and their dependents and draws appropriate management plans including the following: <ul style="list-style-type: none"> <li>➤ Referral for laboratory and ancillary procedures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Doctor of Medicine</li> <li><b>Experience:</b> One (1) year of relevant experience</li> <li><b>Training/s:</b> Four (4) hours of relevant training/s</li> <li><b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>➤ Referral to Specialty Clinics for further evaluations and management</li> <li>➤ Referral for minor surgical operations</li> <li>➤ Referral to hospital of choice when necessary.</li> <li>• Provides vaccinations/immunizations to PCSO officials, employees and their qualified dependents and outpatients, when necessary;</li> <li>• Performs minor surgical procedures, such as circumcision, Incision and Drainage, removal of cysts, excision of benign tumors, etc.;</li> <li>• Performs home and hospital visits and follow-ups of PCSO officials, employees and their dependents and outpatients;</li> <li>• Issues medical certificates and refers complicated cases to specialists for proper diagnostic procedures and management;</li> <li>• Submits reports as required by the immediate supervisor;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
269.	1319	Medical Officer IV	20	Medical and Dental Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>• Conducts physical examinations/assessments of PCSO Employees and their dependents and draws appropriate management plans including the following: <ul style="list-style-type: none"> <li>□ Referral for laboratory and ancillary procedures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Doctor of Medicine</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li><input type="checkbox"/> Referral to Specialty Clinics for further evaluations and management</li> <li><input type="checkbox"/> Referral for minor surgical operations</li> <li><input type="checkbox"/> Referral to hospital of choice when necessary.</li> <li>• Provides vaccinations/immunizations to PCSO officials, employees and their qualified dependents and outpatients, when necessary;</li> <li>• Performs minor surgical procedures, such as circumcision, Incision and Drainage, removal of cysts, excision of benign tumors, etc.;</li> <li>• Performs home and hospital visits and follow-ups of PCSO officials, employees and their dependents and outpatients;</li> <li>• Issues medical certificates and refers complicated cases to specialists for proper diagnostic procedures and management;</li> <li>• Submits reports as required by the immediate supervisor;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Four (4) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
270.	1320	Medical Officer IV	20	Medical and Dental Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>• Conducts physical examinations/assessments of PCSO Employees and their dependents and draws appropriate management plans including the following:</li> <li><input type="checkbox"/> Referral for laboratory and ancillary procedures</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Doctor of Medicine</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li><input type="checkbox"/> Referral to Specialty Clinics for further evaluations and management</li> <li><input type="checkbox"/> Referral for minor surgical operations</li> <li><input type="checkbox"/> Referral to hospital of choice when necessary.</li> <li>• Provides vaccinations/immunizations to PCSO officials, employees and their qualified dependents and outpatients, when necessary;</li> <li>• Performs minor surgical procedures, such as circumcision, Incision and Drainage, removal of cysts, excision of benign tumors, etc.;</li> <li>• Performs home and hospital visits and follow-ups of PCSO officials, employees and their dependents and outpatients;</li> <li>• Issues medical certificates and refers complicated cases to specialists for proper diagnostic procedures and management;</li> <li>• Submits reports as required by the immediate supervisor;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> Four (4) hours of relevant training/s</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
271.	1327	Dental Hygienist	10	Medical and Dental Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>• Performs oral prophylaxis, including but not limited to the removal of calcular deposits, stains and other debris on dental structures;</li> <li>• Assists dentists in providing the following services; <ul style="list-style-type: none"> <li>➤ Dental treatments and care to targeted clienteles;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Two (2) years certificate of Dental Hygiene</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training/s:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080 (Dental Hygienist)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>➤ Preparation, handling and operation of dental armamentarium and equipment;</li> <li>➤ Providing dental education to the patients regarding oral hygiene, pre and post-operative medications and instructions and home care health teachings;</li> <li>• Conducts preliminary examinations which include: pre-operative case history taking, blood pressure examination, etc.;</li> <li>• Writes and submits all required reports concerning the operations of the Division to superiors on a regular basis;</li> <li>• Ensures the proper storage of dental equipment and armamentarium;</li> <li>• Conducts regular inspections and submits reports to superiors on any malfunction of equipment/materials on a regular basis;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
272.	1329	Nurse VI	22	Medical and Dental Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>• Assists the Division Chief in monitoring the implementation of programs and administrative policies and in the provision of technical support in the performance of the staff functions and implementation of nursing programs and services;</li> <li>• Writes technical papers and documentation requirements relating to nursing services assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor of Science in Nursing with at least 9 units in management course at the graduate level</li> <li>• <b>Experience:</b> 3 years experience in general nursing service administration</li> <li>• <b>Training/s:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>by the immediate supervisor or the Department Manager;</p> <ul style="list-style-type: none"> <li>Organizes schedules of conductions in coordination with the staff concerned;</li> <li>Identifies training needs of nursing staff and submits training proposals or attendance to seminar workshops for review of the Division Chief;</li> <li>Initiates the conduct of orientation workshops on emerging health and nursing issues and its management to be attended by the PCSO Officials/employees and their dependents and clienteles in collaboration with the Medical Officers;</li> <li>Provides nursing management to the PCSO officials, employees and their dependents and outpatients;</li> <li>Acts as Team Leader during the conductions in the absence of a physician</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
273.	1342	Medical Technologist IV	20	Pharmacy & Laboratory Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>Assists in the monitoring and supervision as regard to the calibration of laboratory equipment such as Reflotron Blood Chemistry Analyzer;</li> <li>Prepares requisitions of laboratory supplies, reagents and other</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree in Medical Technology or BS in Public Health</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						laboratory needs and makes a periodic inventory of the same; <ul style="list-style-type: none"> <li>• Prepares and submits monthly and annual accomplishment reports as required by superiors;</li> <li>• Performs blood extractions, Blood Chemistry, Hematology examinations, as well as microscopic, physical and chemical examinations of body fluids;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
274.	1352	Nurse II	15	Pharmacy & Laboratory Division	MSD – Charity Sector	<ul style="list-style-type: none"> <li>• Renders nursing care and management to adult and pediatric outpatients;</li> <li>• Conducts patient assessments by getting vital signs, chief complaints, weight and other data needed for evaluation and treatment by the physician;</li> <li>• Assists the physicians during medical treatment and management;</li> <li>• Executes the physician's orders in the medical treatment and management of patients;</li> <li>• Assists during immunization/vaccination and in scheduling of patients for minor surgical procedure immunization etc.;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor of Science in Nursing</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records daily census on the number of patients served and cases;</li> <li>Assists the midwives in the sterilization of supplies and instruments, refilling of oxygen tanks and facilitates laundry of linens</li> <li>Assists in the central supply management</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
275.	1371	Division Chief III	24	General Accounting Division	Accounting and Budget Department (ABD) / Management Services Sector (MSS)	<ul style="list-style-type: none"> <li>Supervises all personnel of the Division.</li> <li>Ensures that the duties of the division are properly complied;</li> <li>Ensures accurate and timely preparation of financial statements;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li><b>Experience:</b> 4 years of supervisory/management experience</li> <li><b>Training:</b> 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
276.	1379	Financial Analyst II	15	General Accounting Division	ABD – MSS	<ul style="list-style-type: none"> <li>Prepares Journal Voucher Registry-Operating Fund (JVR-OF);</li> <li>Prepares Cash Receipts and Deposits Journal (CRDJ);</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> 1 year of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Handles Sweepstakes Ticket Accounts;</li> <li>Remits amount withheld from suppliers;</li> <li>Issues Certifications related to vouchers processed;</li> <li>Prepares all necessary adjustments relative to JCI-OF and CRDJ;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
277.	1380	Financial Analyst II	15	General Accounting Division	ABD – MSS	<ul style="list-style-type: none"> <li>Prepares Journal Voucher Registry-Charity Fund (JVR-CF);</li> <li>Prepares Cash Receipts and Deposits Journal (CRDJ);</li> <li>Handles Sweepstakes Ticket Accounts;</li> <li>Remits amount withheld from suppliers;</li> <li>Issues Certifications related to vouchers processed;</li> <li>Prepares all necessary adjustments relative to JCI-CF and CRDJ;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
278.	1392	Financial Analyst IV	22	Operating Fund Division	ABD – MSS	<ul style="list-style-type: none"> <li>Assists the Division Chief in the supervision of personnel in the Operating Fund Division;</li> <li>Reviews disbursement vouchers, determines proper account codes to be used and incorporates journal entries on the DV;</li> <li>Ensures that all disbursement vouchers are covered by adequate</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> 3 year of relevant experience</li> <li><b>Training/s:</b> 16 hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>fund and/or budgetary allotments and the expenditures are properly certified by the authorized officials and employees;</p> <ul style="list-style-type: none"> <li>• Maintains and keeps subsidiary ledgers of processed disbursement vouchers and disbursement vouchers for processing of advertising expenses (received and forwarded to appropriate units/departments/offices);</li> <li>• In-charge in informing Media clients on the documentary requirements necessary in the processing of their claims in the COA Notice of Deficiencies (NOD);</li> <li>• Answers queries and follow-ups of Media stakeholders;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
279.	1397	Fiscal Controller II	15	Operating Fund Division	ABD – MSS	<ul style="list-style-type: none"> <li>• Assists in the review and verification of supporting documents of disbursement vouchers payable in checks submitted to the Operating Fund Division for processing to ascertain legality of payment;</li> <li>• Assists in the funding/journalizing of Disbursement vouchers, payable in checks, taking into account correctness and accuracy of the mathematical computations as well as the use of proper account codes;</li> <li>• Assists in the review of supporting documents attached to the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						disbursement vouchers of operating expenses; <ul style="list-style-type: none"> <li>• Maintains subsidy ledgers of processed vouchers for advertising expenses;</li> <li>• Prepares schedules of disbursements/expenses for reclassification and realignment to other funds;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
280.	1402	Financial Analyst III	18	Charity Fund Division	ABD - MSS	<ul style="list-style-type: none"> <li>• Performs processing of disbursement vouchers of various requests of NGOs, LGU lotto shares, regular beneficiaries, mandatory contributions and other claims for Charity Fund payment;</li> <li>• Affixes initial after reviewing and evaluating the correctness of amounts and completeness of documents attached</li> <li>• Journalizes transactions;</li> <li>• Posts in the individual ledger cards all transactions concerning NGO requests, LGU lotto shares, regular beneficiaries, and mandatory contributions;</li> <li>• Endorses to the Commission on Audit (COA) vouchers that are subject for pre-audit before processing them;</li> <li>• Entertains inquiries and follow-ups of concerned persons or</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> 2 year of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						beneficiaries relative to the status of their requests; <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
281.	1403	Financial Analyst II	15	Charity Fund Division	ABD - MSS	<ul style="list-style-type: none"> <li>• Assists in the processing of disbursement vouchers under the medical assistance program of the Agency with guarantee letters (GL), letters of approval (LOA) or Feedback Reports (FR), for Charity Fund payment;</li> <li>• Reviews and evaluates the correctness of amounts and completeness of documents attached;</li> <li>• Journalizes transactions;</li> <li>• Affixes initial on the reviewed disbursement vouchers and forwards them to the Division Chief for further evaluation and initial;</li> <li>• Assists in the preparation of monthly reports and schedules of disbursements/releases per hospital and supplier;</li> <li>• Assists in the preparation of monthly reports and schedules of vouchers payable per hospital or supplier;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
282.	1409	Division Chief III	24	Prize Fund Division	ABD - MSS	<ul style="list-style-type: none"> <li>• Directs and supervises the preparation of periodic financial and subsidiary statements and other reports relative to the Prize Fund;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Supervises the preparation of financial reports for submission to management and explains abnormal balances;</li> <li>Analyzes and establishes the correctness of every disbursement of prizes in accordance with accounting and auditing rules and regulations;</li> <li>Supervises and reviews the preparation of reports reflecting the total prizes paid and unpaid per draw for verification of the auditor,</li> <li>Supervises and reviews statements of uncollected prizes for forfeiture for submission to the General Manager for approval of the Board of Directors;</li> <li>Supervises, reviews and analyzes statements and reports of the Division and various work assignments of personnel;</li> <li>Prepares schedules of vouchers payable-prize fund;</li> <li>Maintains office discipline within the division;</li> <li>Evaluates efficiency ratings of subordinate personnel;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<p>Management from the CSC</p> <ul style="list-style-type: none"> <li><b>Experience:</b> 4 years of supervisory/management experience</li> <li><b>Training:</b> 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
283.	1419	Accountant IV	22	Branch Accounting Division	ABD - MSS	<ul style="list-style-type: none"> <li>Assists in the supervision of the performance of all personnel of the Branch Accounting Division;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree in Commerce/ Business Administration major in Accounting</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares monthly Consolidated Financial Statements and reports submitted by the Branch and Satellite Offices with the supporting schedules for submission to the General Accounting Division;</li> <li>• Coordinates with the Branch Managers and Satellite Office Heads regarding the accuracy, completeness and timely submission of reports;</li> <li>• Conducts reconciliation of the monthly reciprocal accounts of Branches and Satellite Offices;</li> <li>• Prepares schedules of monthly retail receipts of all Branches as reconciled with the records of the Branches and Satellite Offices;</li> <li>• Prepares and submits Journal Entry Vouchers (JEV) affecting reciprocal accounts and other branch transactions for submission to the General Accounting Division;</li> <li>• Reviews and analyzes required periodic reports submitted by all Branches and Satellite Offices;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Three (3) years of relevant experience</li> <li>• <b>Training/s:</b> 16 hours of relevant trainings</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
284.	1430	Division Chief III	24	Budget Division	ABD - MSS	<ul style="list-style-type: none"> <li>• Supervises and controls the functions and activities of the division;</li> <li>• Ensures accurate and timely preparation and submission of the Agency's budget;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> </ul>



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						<ul style="list-style-type: none"> <li>Reviews financial and statistical reports;</li> <li>Keeps tabs of the latest trends in the field of financial analysis and develops new and effective techniques for financial planning;</li> <li>Provides assistances and guidance to all the staff under the division;</li> <li>Attends budget hearings together with the Department Manager,;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> 4 years of supervisory/management experience</li> <li><b>Training:</b> 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
285.	1436	Financial Analyst III	18	Budget Division	ABD - MSS	<ul style="list-style-type: none"> <li>Implements fiscal functions of the office, such as proper accounting for costs and distribution of resources, establishing goals, standards and policies to ensure integrity of the Agency's fiscal operations and for maximum recoverability of revenue for services rendered;</li> <li>Prepares and maintains the Registry of Budget and Utilization (RBU);</li> <li>Prepares the monthly statement of budget utilization;</li> <li>Reviews and affixes initial on the Budget Utilization Slip (BUS);</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> 2 year of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional) / Second level eligibility</li> </ul>
286.	1446	Division Chief III	24	Planning & Policy Formulation Division	Corporate Planning Department (CPD) – Office of	<ul style="list-style-type: none"> <li>Supervises all personnel of the Division.</li> <li>Ensures that the duties of the division are properly complied;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
					the General Manager (OGM)	<ul style="list-style-type: none"> <li>Ensures accurate and timely preparation of financial statements;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> 4 years of supervisory/management experience</li> <li><b>Training:</b> 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
287.	1449	Development Management Officer III	18	Planning & Policy Formulation Division	CPD - OGM	<ul style="list-style-type: none"> <li>Plans and directs the development and implementation of media programs or campaigns designed to keep the public informed of the services, accomplishments, objectives and policies in order to promote the agency's services, mission, and goals.</li> <li>Establishes research methodologies and designs formats for data gathering, such as surveys, opinion polls or questionnaires;</li> <li>Submits periodic reports and plans of work assignments;</li> <li>Prepares drafts of programs and project researches and development designs and the necessary instruments and methodologies to be adopted in the conduct of studies on the same;</li> <li>Drafts preliminary reports on actual programs and project researches</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree relevant to the job</li> <li><b>Experience:</b> Two (2) years of relevant experience</li> <li><b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

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						and development studies/activities conducted by the Division; <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
288.	1456	Division Chief III	24	Public Relations & Corporate Communications Division	CPD - OGM	<ul style="list-style-type: none"> <li>• Supervises the day to day operation of the division;</li> <li>• Reviews reports, research studies, recommendations, articles submitted by the Information Officers, Public Relations Officers and Communication Development Officers before submitting the same to the Department Manager;</li> <li>• Supervises the creation of PCSO newsletters and other similar information sheets;</li> <li>• Ensures that all copies of documentations, articles and other important papers are properly kept;</li> <li>• Ensures that copies of relevant articles and publications are disseminated to concerned departments/units;</li> <li>• Reviews all information which will be published through the PCSO Website before submitting the same to the Department Manager for final review;</li> <li>• Screens contents of all information materials and layouts before recommending it for reproduction;</li> <li>• Monitors the completion of tasks assigned to the personnel in the division;</li> <li>• Assigns &amp; reviews outputs and evaluates work performances of employees in the division; and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> Four (4) years of supervisory/management experience</li> <li>• <b>Training/s:</b> Forty (40) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
289.	1473	Senior Communication s Development Officer	18	Advertising Division	CPD - OGM	<ul style="list-style-type: none"> <li>• Prepares periodic Accounts Payable Schedules and the monthly reports on expenses involving all advertising and sponsorship contracts;</li> <li>• Prepares monthly reports of approved advertising/sponsorship proposals;</li> <li>• Assists the Division Chief in the preparation of the media plans and budgets;</li> <li>• Ensures prompt payment of sponsorships and sees to it that the approved contract proposals are being confirmed;</li> <li>• Supervises the preparation of the contract-payment vouchers and sees to it that the billing and documents attached comply with the approved advertising and sponsorship contract provisions with the existing auditing rules, regulations and other specific requirements of PCSO;</li> <li>• Assists in the implementation of publicity and advertising programs of PCSO;</li> <li>• Assists in drawing up a systematic and continuing program of public relations activities to establish and maintain public confidence in PCSO;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Directs the programming and scheduling of advertisements in print, radio and television;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
290.	1475	Creative Arts Specialist III	18	Advertising Division	CPD - OGM	<ul style="list-style-type: none"> <li>• Conducts computer-imaging and photo-retouching relevant to PCSO advertising layout designs;</li> <li>• Designs and finalizes ad layouts for various advertisements such as brochures, flyers, leaflets, streamers, newspaper print ad layouts as well as copies for Radio and Television advertisements;</li> <li>• Conceptualizes designs and layouts for various advertisements such as brochures, flyers, leaflets, streamers, newspaper print ad layouts etc. including visuals for TV advertisements and radio plugs;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
291.	1478	Creative Arts Specialist II	15	Advertising Division	CPD - OGM	<ul style="list-style-type: none"> <li>• Provides suggestions in the conceptualization of advertising designs and ad layouts;</li> <li>• Assists in the layout of posters, streamers and all other forms of advertisements for PCSO;</li> <li>• Provides lettering of ad layouts, designs and advertising materials needed by PCSO;</li> <li>• Communicates with other sales and marketing units to seek suggestions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 years of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>in design improvements for ad layouts, streamers, poster designs and for better advertisement concepts;</p> <ul style="list-style-type: none"> <li>Assists in the monitoring of PCSO advertisements;</li> <li>Assists in the conceptualization of designs, layouts for various advertisements such as brochures, flyers, leaflets, streamers, newspaper print ad layouts, including visuals for TV advertisements and radio plugs;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
292.	1510	Information Technology Officer III	24	Network Administration and Technical Support Division	Information Technology Services Department - MSS	<ul style="list-style-type: none"> <li>Plans the deployment of network operating system servers and security system, application servers, network infrastructure, and physical data center security;</li> <li>Plans the deployment of wide area network infrastructure via satellite, with public/private telephone networks with internet protocol – virtual private network, multiprotocol label switching, and PSTN;</li> <li>Responsible in the design of network operating system servers, security systems and application servers with maximum reliability;</li> <li>Responsible in the design of interconnected deployment of network operating system servers, security systems, and application servers</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li><b>Experience:</b> Four (4) years of supervisory/management experience</li> <li><b>Training/s:</b> Forty (40) hours of supervisory/management learning and development intervention</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>including network infrastructures at multi-locations and provincial branches;</p> <ul style="list-style-type: none"> <li>• Responsible in the design of perimeter security for application servers;</li> <li>• Responsible in the design of network operating system servers deployment, system security and application servers deployment including network infrastructures for disaster recovery;</li> <li>• Identifies the capacity and capability of the servers to run the network operating system and other server applications;</li> <li>• Plans the installation of the network operating system in the servers and configuration of the system for optimum performance;</li> <li>• Plans the maintenance of the network operating system and other applications in the production servers;</li> <li>• Plans the Installation of the network operating system and other application servers in the test environment for database application development;</li> <li>• Provides details for the ISSP related to the Division's requirements;</li> <li>• Provides details for the yearly IT Procurement Plan of database management requirements;</li> <li>• Provides details for the yearly operational budget program of the Division and monitors, controls and evaluates its expenditures;</li> <li>• Identifies training program/courses for</li> </ul>	



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>the Division</p> <ul style="list-style-type: none"> <li>• Sets performance targets for tasks and projects for completion of the Division;</li> <li>• Secures and maintains operational the hardware and active devices;</li> <li>• Controls access and passwords at the data center to authorized users;</li> <li>• Recommends and schedules training program/courses for the Division</li> <li>• Supervises the security and control of access to data, reconciliation of game reports and security of the restoration of games data and back-up site;</li> <li>• Coordinates with suppliers and service providers in monitoring game operations and transactions;</li> <li>• Responsible for continuous and uninterrupted operations of the datacenter with respect to gaming functions;</li> <li>• Formulates new concepts, policies and guidelines in Network operations;</li> <li>• Administers policies and guidelines prescribed by the office/management;</li> <li>• Implements network operating system and server applications for various users of IT resources;</li> <li>• Secures and ensures the continuous operation of the network system;</li> <li>• Reviews regularly the disaster recovery plan of the Agency and recommends improvements;</li> <li>• Administers network users and user-</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						accounts; <ul style="list-style-type: none"> <li>• Allocates server resources and usage to users;</li> <li>• Conducts network &amp; security systems and server application maintenance;</li> <li>• Provides details in the ISDP related to the Division's requirements;</li> <li>• Prepares the yearly IT Procurement Plan of network &amp; security systems, and server requirements;</li> <li>• Plans project capacity and capability requirement for network operating &amp; security systems, and server applications;</li> <li>• Conducts system study and designs network operating &amp; security systems and server implementation;</li> <li>• Implements new, upgraded and modified network operating &amp; security systems and server applications;</li> <li>• Enforces standard methodologies in the cabling, data communication and hardware system configuration and setup;</li> <li>• Enforces standard methodologies in installation, configuration, administration/implementation and maintenance of network operating and security system and application servers;</li> <li>• Conducts study on the application of new technology and maximization of utilization of existing network operating &amp; security systems and application</li> </ul>	

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						servers; <ul style="list-style-type: none"> <li>Evaluates existing network operation, security and server technology and Agency's future requirements;</li> <li>Monitors roadmap of existing, new and near future technology of network operating &amp; security system and server applications;</li> <li>Coordinates with concerned Departments/Offices during planning and design of network system;</li> <li>Coordinates with end-users for network operating &amp; system security and server application requirements; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
293.	1535	Senior Personnel Specialist	19	Employees Welfare & Benefits Division	Human Resources (HRD) Department – Administrative Sector	<ul style="list-style-type: none"> <li>Supervises the following activities:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Computation of leave credits of employees;</li> <li><input type="checkbox"/> Processing of applications for leave;</li> <li><input type="checkbox"/> Checking and monitoring of monthly attendance reports;</li> <li><input type="checkbox"/> Monitoring of leave without pay of employees and those who failed to submit time records.</li> <li><input type="checkbox"/> Notification of employees who are absent without approved application for leave</li> </ul> </li> <li>In-charge with keeping the Chief of Division updated with the recent circulars implemented by the Civil Service Commission and the DBM regarding leave administration and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						drafts guidelines for proper implementation; • Performs other related duties as may be deemed necessary."	
294.	1537	Senior Personnel Specialist	19	Employees Welfare & Benefits Division	HRD – Administrative Sector	• Responsible for the preparation and checking of general payroll for salary, allowances and other benefits as well as the vouchers for first salary, uncollected salary, allowances & benefits of employees; • Responsible for the preparation of vouchers for retirement gratuity and payments of terminal leave of retired/separated employees; • Prepares the Notice of Salary Step Increments/Adjustments of permanent employees and updates the monitoring schedules of employees' step increments/adjustments; • Performs other related duties as may be deemed necessary."	• <b>Education:</b> Bachelor's degree • <b>Experience:</b> 2 years of relevant experience • <b>Training/s:</b> 8 hours of relevant training/s • <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility
295.	1546	Supervising Personnel Specialist	22	Personnel Relations & Services Division	HRD – Administrative Sector	• Assists the Division Chief in supervising personnel assigned in the division and acts as Chief in his/her absence. • Oversees the purchasing, administration and safekeeping of tests materials, preparation of appointments, implementation of personnel actions, job evaluation, skills inventory, manpower planning and provision of personnel services to employees; • Supervises the preparation and updating of plantilla of personnel, registry of personnel movements,	• <b>Education:</b> Bachelor's degree • <b>Experience:</b> 3 years of relevant experience • <b>Training/s:</b> 16 hours of relevant training/s • <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>personnel complement and other statistical information concerning personnel;</p> <ul style="list-style-type: none"> <li>Assists the Chief in the establishment &amp; implementation of personnel policies, systems and standard monitoring scheme;</li> <li>Assists in the formulation and implementation of plans, programs and policies relative to the continuing training research and development programs and scholarship grants and in the management of training personnel and accomplishments</li> <li>Supervises the facilitation of in-house training and other related activities;</li> <li>Conducts researches and studies for the improvement of systems and procedures of the Division;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
296.	1553	Psychologist II	15	Personnel Relations & Services Division	HRD – Administrative Sector	<ul style="list-style-type: none"> <li>Responsible for the scoring and interpretation of psychological test results of employees;</li> <li>Safe-keeps test results and test materials in accordance with the ethical standards in handling said tests;</li> <li>Maintains the organized and systematic files of test results and psychological analyses of employees;</li> <li>Prepares and updates profiles of PCSO employees based on tests results;</li> <li>Conducts researches and updates the</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree in Psychology</li> <li><b>Experience:</b> 1 year relevant experience involving the delivery of psychological services</li> <li><b>Training/s:</b> 8 hours of relevant training in the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>office on other new tests materials that could be applied in selecting personnel to discharge specialized tasks;</p> <ul style="list-style-type: none"> <li>• Provides assistance in conducting surveys on the applicability of tests in finding the most fit employee;</li> <li>• Assists in the evaluation of job descriptions of all positions to identify the required personal attributes of employees.</li> <li>• Identifies and recommends required personal attributes such as aptitude, personality and interests of employees to successfully discharge the functions of the position;</li> <li>• Responsible for the administration of tests for purposes of hiring, placement and promotion;</li> <li>• Encodes test results and types psychological analyses for reference of the Personnel Selection Board;</li> <li>• Prepares notices of test results to applicants and employees;</li> <li>• Provides support in the conduct of surveys to determine the applicability of present tests in finding the most fit employee;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> RA No. 10029 (Psychologist)</li> </ul>
297.	1559	Project Manager I	25	Office of the Department Manager	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Assists the DM in the discharge of his/her functions;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Supervises the repairs, improvements and maintenance of all Office buildings, facilities, motor vehicles and equipment;</li> <li>Assumes the duties of the GSD-DM in his/her absence;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> Five (5) years of supervisory/management experience</li> <li><b>Training/s:</b> One hundred twenty hours (120) hours of supervisory/ management learning and development intervention</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
298.	1561	Material Planning Services Chief	22	ODM	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>Prepares logistics and support plans, timely deployment and budget requirements for planned or new projects;</li> <li>Develops logistical and contingency plans for existing projects, including forecasting, supply schedules and operational issues that may arise during project implementation;</li> <li>Develops and implements methodologies, standard operating procedures and tools to enable effective execution of logistic plans;</li> <li>Coordinates and ensures timely provision of personnel and logistics support to ongoing projects of the Agency;</li> <li>Coordinates activities with procurement, finance, human resource and other concerned units/departments;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> 4 years of relevant experience</li> <li><b>Training/s:</b> 24 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares reports on personnel and material movements and other operational logistics issues;</li> <li>• Participates in technical survey operations for new projects;</li> </ul> <p>Performs other related duties as may be deemed necessary."</p>	
299.	1571	Security Officer II	15	ODM	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Receives and relays radio communications and all other important communications to proper authorities/units/offices;</li> <li>• Provides security assistance for PCSO Special Functions inside or outside of the PCSO, support as Roving and Patrol, Outside Post inspection and security investigation, Escort &amp; Transport Security and VIP Back-up Security, sentry on post in case of any untoward incident and other related matters.</li> <li>• Coordinates with security service providers to ensure peace, order and security of personnel and properties within PCSO premises;</li> <li>• Conducts investigation of cases or reported untoward incidents and submits reports thereof;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
300.	1572	Security Officer II	15	ODM	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Receives and relays radio communications and all other important communications to proper authorities/units/offices;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Provides security assistance for PCSO Special Functions inside or outside of the PCSO, support as Roving and Patrol, Outside Post inspection and security investigation, Escort &amp; Transport Security and VIP Back-up Security, sentry on post in case of any untoward incident and other related matters.</li> <li>Coordinates with security service providers to ensure peace, order and security of personnel and properties within PCSO premises;</li> <li>Conducts investigation of cases or reported untoward incidents and submits reports thereof;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
301.	1573	Security Officer II	15	ODM	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>Receives and relays radio communications and all other important communications to proper authorities/units/offices;</li> <li>Provides security assistance for PCSO Special Functions inside or outside of the PCSO, support as Roving and Patrol, Outside Post inspection and security investigation, Escort &amp; Transport Security and VIP Back-up Security, sentry on post in case of any untoward incident and other related matters.</li> <li>Coordinates with security service providers to ensure peace, order and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						security of personnel and properties within PCSO premises; <ul style="list-style-type: none"> <li>• Conducts investigation of cases or reported untoward incidents and submits reports thereof;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
302.	1574	Security Officer II	15	ODM	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Receives and relays radio communications and all other important communications to proper authorities/units/offices;</li> <li>• Provides security assistance for PCSO Special Functions inside or outside of the PCSO, support as Roving and Patrol, Outside Post inspection and security investigation, Escort &amp; Transport Security and VIP Back-up Security, sentry on post in case of any untoward incident and other related matters.</li> <li>• Coordinates with security service providers to ensure peace, order and security of personnel and properties within PCSO premises;</li> <li>• Conducts investigation of cases or reported untoward incidents and submits reports thereof;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
303.	1582	Engineer IV	22	General Services Division	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Ensures safety of electrical installations by conducting periodic inspection of the buildings and facilities;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Plans, monitors, coordinates and checks maintenance activities and procedures together with other concerned departments/units;</li> <li>Defines and controls training and appraisals for technicians;</li> <li>Plans and coordinates outside contacts on local electric supply (e.g. Meralco);</li> <li>Implements and ensures that all safety rules and regulations or policies are laid down by Management are followed.</li> <li>Ensures the quality performance of all electrical and telecommunication equipment/services of the Agency;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Training/s:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
304.	1594	Carpenter II	5	General Services Division	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>Constructs, repairs, restores and installs structures such as floors, doors, walls, windows, stairways, furniture, cabinets, shelves, and roofs;</li> <li>Installs locks, knobs, hinges, closures, and other fixtures to structures;</li> <li>Cleans equipment, shop area, and work site area;</li> <li>Designs, constructs, remodels, retrofits and repairs interior and exterior structures made of wood, drywall, plaster, concrete or brick;</li> <li>Designs, constructs, retrofits, and repairs cabinets, tables, shelves, benches, partitions, flooring, door and window frames, and other types of furniture.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> Carpenter (MC 10, s. 2013-Cat II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Secures furniture for earthquake preparedness;</li> <li>• Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties;</li> <li>• Monitors work done by outside contractors for adherence to government requirements and reports status to supervisors;</li> <li>• Installs, repairs and maintains building roofs;</li> <li>• Responds to routine and emergency calls for repairs and service;</li> <li>• Performs carpentry and other related services;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
305.	1595	Carpenter I	3	General Services Division	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Constructs, repairs, restores and installs structures such as floors, doors, walls, windows, stairways, furniture, cabinets, shelves, and roofs;</li> <li>• Installs locks, knobs, hinges, closures, and other fixtures to structures;</li> <li>• Cleans equipment, shop area, and work site area;</li> <li>• Designs, constructs, remodels, retrofits and repairs interior and exterior structures made of wood, drywall, plaster, concrete or brick;</li> <li>• Designs, constructs, retrofits, and repairs cabinets, tables, shelves, benches, partitions, flooring, door and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</li> <li>• <b>Experience:</b> none required</li> <li>• <b>Training/s:</b> none required</li> <li>• <b>Eligibility:</b> Carpenter (MC 10, s. 2013-Cat II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>window frames, and other types of furniture.</p> <ul style="list-style-type: none"> <li>• Secures furniture for earthquake preparedness;</li> <li>• Cleans, maintains, adjusts, calibrates and services equipment used in the performance of duties;</li> <li>• Monitors work done by outside contractors for adherence to government requirements and reports status to supervisors;</li> <li>• Installs, repairs and maintains building roofs;</li> <li>• Responds to routine and emergency calls for repairs and service;</li> <li>• Performs carpentry and other related services;"</li> </ul>	
306.	1603	Automotive Electrical Foreman	14	General Services Division	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Receives emergency calls that need immediate service and ensures that they are properly attended to;</li> <li>• Supervises the repair of the office vehicles;</li> <li>• Supervises and responds to all emergency calls that need immediate service;</li> <li>• Ensures proper inspection of vehicles prior to release;</li> <li>• Diagnoses and undertakes electrical repairs and installation of accessories and ancillary equipment on a wide variety of vehicles;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training/s:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> Automotive Electrician (MC 10, s. 2013 - (Cat. II)</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Inspects, maintains and repairs all types of petrol and diesel engine motor vehicles;</li> <li>• Initiates the requisition of vehicle parts and equipment as necessary;</li> <li>• Coordinates with manufacturers and/or agents on problems to achieve efficient repairs;</li> <li>• Closely coordinates with concerned departments/units regarding the updated insurance and registration of Agency vehicles;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
307.	1620	Supply Officer II	14	Procurement Division	GSD – Administrative Sector	<ul style="list-style-type: none"> <li>• Ensures proper documentation of bid proposals, preparation of bidding documents, agreements, logistics, transportation of all goods and services;</li> <li>• Assists in the evaluation of proposals and quotations submitted;</li> <li>• Provides liaison between vendors, suppliers and PCSO Management;</li> <li>• Documents and prepares bidding documents for a successful conduct of bidding for supply of goods and services;</li> <li>• Monitors delivery of ordered supplies, materials, furniture and equipment and ensure that they conform with specifications;</li> <li>• Maintain a bidders' list, vendors' file, and such other records needed for the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						efficient operation of the purchasing function; • Performs other related duties as may be deemed necessary."	
308.	1624	Buyer III	9	Procurement Division	GSD – Administrative Sector	• Canvasses office/gaming/medical/auto supplies & equipment; • Prepares Summaries of Canvass and Certificates of Award; • Responsible in serving approved Purchase Order (P.O.) to winning suppliers in their offices as may be needed and if possible, picks-up requested supplies/items; • Receives delivery of purchased office/gaming/medical/auto supplies & equipment and prepares Certificate of Acceptance and Request for Inspection; • Notifies end-users and coordinates with concerned departments of the delivery of items requested; • Does actual canvassing or scouts for new possible suppliers of the office; • Attends to invitations by suppliers on product demonstrations /presentations or exhibits for the latest information beneficial to the office; • Performs other related duties as may be deemed necessary."	• <b>Education:</b> Completion of 2 yrs studies in college • <b>Experience:</b> 1 year of relevant experience • <b>Training/s:</b> 4 hours of relevant training • <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility
309.	1633	Archivist II	14	Central Records & Library Division	GSD – Administrative Sector	• Is responsible for compiling and maintaining electronic and hard-copy of Agency files, books, records and official documents;	• <b>Education:</b> Bachelor's degree relevant to the job • <b>Experience:</b> 1 year of relevant experience

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Meticulously documents the location of every Agency document stored so that it may be accessed whenever required;</li> <li>• Monitors the accessing of Agency records and files and ensures that users follow and adhere with existing rules and regulations;</li> <li>• Converts the final, approved copies of the retention schedule and administrative overview to an html format for posting on the Agency website;</li> <li>• Prepares letters, memoranda and other official correspondences for the Department;</li> <li>• Distributes materials for cataloguing and determines the type of cataloguing required;</li> <li>• Enters cataloguing data into the Agency's records automated system;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
310.	1637	Technical Assistant A	22	ODM	Assets and Supply Management Department (ASMD) – Administrative Sector	<ul style="list-style-type: none"> <li>• Assists the Department Manager in the daily discharge of his/her functions;</li> <li>• Assists in the preparation of the annual budget, financial and other reports;</li> <li>• Ensures coordination among the divisions of the department for a more effective operation;</li> <li>• Qualifies, classifies and monitors incoming/outgoing documents at the DM's Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training/s:</b> 16 hours of training relevant to the job</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares memoranda, communication and other documents for the DM;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
311.	1643	Property Appraiser III	18	Assets Management Division	ASMD – Administrative Sector	<ul style="list-style-type: none"> <li>• Determines the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Current fair market value of all properties, including those foreclosed/acquired by the Agency</li> <li><input type="checkbox"/> Reasonable selling prices of foreclosed and/or acquired properties;</li> <li><input type="checkbox"/> Extent of damage of foreclosed and/or acquired properties for purposes of insurance claims;</li> <li><input type="checkbox"/> Cost of repair on damaged of foreclosed and/or acquired properties;</li> </ul> </li> <li>• Conducts confidential investigations and studies for the Manager to arrive at decisions on the operation aspects of the Department;</li> <li>• Establishes and maintains liaison with the GSIS, PNB, DBP and other offices whose functions are interrelated with the Department;</li> <li>• Supervises the conduct of physical inventory of all furniture, fixtures and equipment and reconciles data with existing subsidiary ledger;</li> <li>• Supervises the preparation of memorandum receipts, correspondences, gate pass, and receipts for all returned equipment.</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training/s:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
312.	1645	Property Appraiser II	15	Assets Management Division	ASMD – Administrative Sector	<ul style="list-style-type: none"> <li>• Appraises the value of the smaller land, property and other assets of the office, determines the assessed value and market value of such properties and assets;</li> <li>• Checks the records, titles, ownership, liens and encumbrances, if any, of such properties and assets;</li> <li>• Conducts ocular inspection; prepares maps and sketches, takes photographs of such properties;</li> <li>• Conducts physical inventory of all furniture, fixtures and equipment and reconciles data with existing subsidiary ledger and books of accounts;</li> <li>• Prepares reports of appraisals for submission to superiors;</li> <li>• Assigns property numbers on newly acquired equipment for identification and control purposes;</li> <li>• Ensures the proper filling-out of equipment and ledger cards, memorandum receipts and equipment location cards and correspondences for easier access;</li> <li>• Posts newly acquired, returned and/or transferred equipment on the equipment location cards;</li> <li>• In-charge with the process of transferring property accountabilities from one employee to the other, as needed;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
313.	1652	Warehouseman III	11	Supplies Management Division	ASMD – Administrative Sector	<ul style="list-style-type: none"> <li>Responsible for the receipt and distribution of the delivered office supplies, materials and equipment;</li> <li>Arranges supplies in stock bins at the warehouse;</li> <li>Monitors and maintains stock level of supplies;</li> <li>Issues vales to end-users and keeps record of all advanced requisitions made;</li> <li>Prepares periodic summary of office supplies and official forms released;</li> <li>Prepares the Stock Requisition Form of all office materials, supplies and printed forms;</li> <li>Responsible in preparing, processing and facilitating the documents for the supplies to be procured;</li> <li>Coordinates with concerned personnel/units regarding the remaining stock level of office supplies;</li> <li>Performs other related duties as may be deemed necessary;"</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>
314.	1653	Supply Officer IV	22	Supplies Management Division	ASMD – Administrative Sector	<ul style="list-style-type: none"> <li>Assists in providing an efficient system of inventory and warehouse management of all supplies and materials, packages and other paraphernalia;</li> <li>Assists in the proper, timely and equitable distribution of gaming supplies among departments/ offices and checks</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training/s:</b> 16 hours of relevant training</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>sufficiency and availability of supplies and materials;</p> <ul style="list-style-type: none"> <li>Coordinates with the General Services Dept. for timely delivery of supplies;</li> <li>Assists in supervising the inventory, utilization, distribution and disposal of office supplies, materials and equipment;</li> <li>Assists in the preparation of inventory reports;</li> <li>Implements a stringent system of requisition, allocation and inventory of all supplies and materials;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>
315.	1661	Warehouseman III	11	Supplies Management Division	ASMD – Administrative Sector	<ul style="list-style-type: none"> <li>Responsible for the receipt and distribution of the delivered gaming supplies, materials and equipment;</li> <li>Maintains inventory records and reports of gaming supplies and materials.</li> <li>Arranges supplies in stock in bins at the warehouse;</li> <li>Monitors and maintains stock level of supplies;</li> <li>Prepares a daily summary of gaming supplies and official forms released, Stock Requisition Form of all gaming materials, supplies and printed forms and the index card/requisition card and logs the necessary details of requisitions;</li> <li>Coordinates with concerned personnel/units/agents regarding the</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training/s:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						remaining stock level of gaming supplies; • Performs other related duties as may be deemed necessary."	
316.	1662	Warehouseman III	11	Supplies Management Division	ASMD – Administrative Sector	• Responsible for the receipt and distribution of the delivered gaming supplies, materials and equipment; • Maintains inventory records and reports of gaming supplies and materials. • Arranges supplies in stock in bins at the warehouse; • Monitors and maintains stock level of supplies; • Prepares a daily summary of gaming supplies and official forms released, Stock Requisition Form of all gaming materials, supplies and printed forms and the index card/requisition card and logs the necessary details of requisitions; • Coordinates with concerned personnel/units/agents regarding the remaining stock level of gaming supplies; • Performs other related duties as may be deemed necessary."	• <b>Education:</b> Completion of 2 years studies in college • <b>Experience:</b> 2 years of relevant experience • <b>Training/s:</b> 8 hours of relevant training • <b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility
317.	1681	Cashier III	18	Collection and Monitoring Division	Treasury Department – Administrative Sector	• Accountable and responsible for the custody of cash advances to meet the total checks approved for encashment by the Department Manager and/or by his/her assistant;	• <b>Education:</b> Bachelor's Degree • <b>Experience:</b> Two (2) years of relevant experience • <b>Training/s:</b> Eight (8) hours of relevant training/s



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Receives checks and cash as payment from Field Supervisors, Authorized Agents and operators;</li> <li>• Examines checks received and verifies other information such as dates, bank names, identification of the person/s and the legality of the document;</li> <li>• Records all transactions;</li> <li>• Counts currency, coins, and checks received, by hand or using currency-counting machine prior to deposit;</li> <li>• Assists in the issuance of Official Receipt (O.R.);</li> <li>• Receives Prize checks and PCSO checks and other checks certified and approved by the Manager/Division Chief for encashment;</li> <li>• Conducts daily reconciliation of currencies, coins and checks vs records; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
318.	1695	Cashier II	14	Prize Payment Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>• Prepares checks for High-Tier winners;</li> <li>• Receives &amp; reviews audited prize claim forms;</li> <li>• Assists in the releasing of checks for various prize winners and in consolidating the released checks for the day;</li> <li>• Validates and pays lotto low-tier tickets in the absence of designated Teller;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> One (1) year of relevant experience</li> <li>• <b>Training/s:</b> Four (4) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>• Encodes check disbursements of High-Tier tickets and cash transactions of tellers (Low-tier tickets);</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
319.	1700	Cashier III	18	Charity Fund Disbursement Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>• Ensures that the following activities are efficiently carried-out: <ul style="list-style-type: none"> <li><input type="checkbox"/> Preparation and verification of checks for approved vouchers or payrolls;</li> <li><input type="checkbox"/> Prompt release of Charity Fund checks for individual assistance supported by duly approved vouchers and payrolls and verification of payees' identification by presentation of proper identification cards and/or required documents;</li> <li><input type="checkbox"/> Preparation of the transmittal letters and reports of the daily lists of processed and disbursed checks;</li> </ul> </li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
320.	1703	Cashier III	18	Charity Fund Disbursement Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>• Examines and checks the validity, correctness and completeness of vouchers and payrolls, and all attachments thereof;</li> <li>• Prepares check/s of approved vouchers;</li> <li>• Assists in the releasing of duly signed check/s to beneficiaries/payees;</li> <li>• Prepares transmittal letters of vouchers with their corresponding checks for mailing to concerned branches/offices;</li> <li>• Assists in the preparation of reports for the Division;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

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						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
321.	1711	Disbursing Officer II	8	Charity Fund Disbursement Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>Assists in releasing charity checks to various hospitals and claimants;</li> <li>Verifies "ready for release" checks intended for IMAP and their documents/attachments to ascertain their correctness;</li> <li>Issues certification to clients/claimants for confirmation of assistance;</li> <li>Answers/responds to phone inquiries and follow-ups regarding the status of assistance requested;</li> <li>Ensures that all requests are properly attended to;</li> <li>Updates and records check number sequence on the Checks Received Book;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 1 year relevant experience</li> <li><b>Training/s:</b> 4hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
322.	1713	Cash Clerk II	6	Charity Fund Disbursement Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>Encodes received and released vouchers per category (IMAP, EMAP, Hospitals, Endowment Fund, Regular Beneficiaries, LGUs &amp; NGOs) and submits the same to the Office of the Treasurer for the preparation of the Daily Cash Position;</li> <li>Prepares Reports of "Ready for Release" Charity checks for IMAP &amp; EMAP (Hospitals) and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> none required</li> <li><b>Training/s:</b> none required</li> <li><b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>miscellaneous checks charged to Charity fund;</p> <ul style="list-style-type: none"> <li>• Encodes prepared and released checks;</li> <li>• Prepares transmittal letters for all checks to be mailed and to be released;</li> <li>• Prepares Notices of availability of checks for Financial Assistance to indigents;</li> <li>• Entertains follow-ups of financial requests either through phone or personal follow-up;</li> <li>• Helps in the preparation of monthly accountability reports;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	
323.	1716	Cashier IV	22	Operating Fund Disbursement Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>• Assists in supervising the issuance and releasing of Operating fund checks;</li> <li>• Acts as chief and assumes all responsibilities in the division in the absence of the Division Chief.</li> <li>• Assists in the review and examination of the correctness and completeness of approved vouchers and payrolls presented to ensure that they are properly processed and approved for payment;</li> <li>• In-charge with the daily reconciliation and consolidation of cash on hand at the end of the day;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training/s:</b> 16 hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Assists in preparation of the following reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> Daily Checks Issued</li> <li><input type="checkbox"/> Daily Check Disbursements</li> <li><input type="checkbox"/> List of Checks available for release</li> <li><input type="checkbox"/> Monthly Inventory of Used and Unused checks</li> <li><input type="checkbox"/> Monthly Attendance of the division</li> </ul> </li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	
324.	1720	Cashier II	14	Treasury Department – Administrative Sector	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>Prepares payment of cash disbursements for payrolls;</li> <li>Prepares summaries of payroll of salaries, RATA and other bonuses;</li> <li>Prepares letters of debit/credit advices to the bank for transmittal of salaries via ATM;</li> <li>Reconciles and consolidates all paid cash disbursements at the end of the day;</li> <li>Assists in the preparation of checks and in the releasing of check payments;</li> <li>Prepares and reviews transmittal letters of check payments and the daily lists of processed and disbursed checks;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> 1 years of relevant experience</li> <li><b>Training/s:</b> 4 hours of relevant training/s</li> <li><b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
325.	1723	Division Chief III	24	Branch Cash Transaction Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>Supervises the issuance and release of checks for the branches/satellite offices;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and</li> </ul>

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						<ul style="list-style-type: none"> <li>Supervises the personnel and monitors the workflow of the division;</li> <li>Monitors Fund allotment for Branch and Satellite Offices;</li> <li>Supervises the issuance and release of checks to payees or creditors;</li> <li>Coordinates with payees and departments concerned to ensure that all checks prepared are paid to the payees;</li> <li>Reviews vouchers from branches and satellite offices and their supporting documents to ascertain the validity of claims;</li> <li>Ensures the preparation of the ff reports: <ul style="list-style-type: none"> <li><input type="checkbox"/> Checks issued daily;</li> <li><input type="checkbox"/> Checks disbursed daily;</li> <li><input type="checkbox"/> List of available checks for release;</li> <li><input type="checkbox"/> Monthly Inventory of Used &amp; Unused checks;</li> <li><input type="checkbox"/> Stale/Cancelled/Spoiled checks;</li> <li><input type="checkbox"/> Monthly Attendance.</li> </ul> </li> <li>Supervises the proper recording of issued and released checks in the official record book, and filing of pertinent documents in relation to check disbursements;</li> <li>Performs other related duties as may be deemed necessary."</li> </ul>	<p>Management from the CSC</p> <ul style="list-style-type: none"> <li><b>Experience:</b> Four (4) years of supervisory/management experience</li> <li><b>Training/s:</b> Forty (40) hours of supervisory/management learning and development intervention within the last five years</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
326.	1725	Cashier III	18	Branch Cash Transaction Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>Receives audited/ approved vouchers from concerned departments/units;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> </ul>

NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Reviews vouchers from Branch and satellite Offices prior to check preparation;</li> <li>• Releases checks to payees upon presentation of proper identification and necessary documents;</li> <li>• Ensures the safekeeping of checks, vouchers and other important documents of the Division in the safety vault;</li> <li>• Records all issuances of checks in the registry book;</li> <li>• Checks incoming signed checks to ensure the documents are properly intact and complete before they are released;</li> <li>• Prepares reports of cancelled, staled, used checks and unused checks;</li> <li>• Drafts monthly/quarterly/annual reports on issuance of checks, weekly reports for check preparation, and checks for signature to be reviewed by the Division Chief;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Two (2) years of relevant experience</li> <li>• <b>Training/s:</b> Eight (8) hours of relevant training/s</li> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>
327.	1726	Cashier II	14	Branch Cash Transaction Division	Treasury Department – Administrative Sector	<ul style="list-style-type: none"> <li>• Prepares checks relative to the operations of the branches and satellite offices;</li> <li>• Records prepared checks in the official record book;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training/s:</b> 4 hours of relevant training/s</li> </ul>



NO.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Reviews/double-checks signed vouchers and checks and their supporting documents;</li> <li>• Encodes daily issuances of checks, daily disbursements of vouchers and transmittal letters of checks to Branch and Satellite Offices;</li> <li>• Assists in the safekeeping of vouchers and unclaimed checks in the safety vault;</li> <li>• Performs other related duties as may be deemed necessary."</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional) / Second Level Eligibility</li> </ul>