

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

To: CIVIL SERVICE COMMISSION (CSC)

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

ANSELMO SIMEON P. PINILI

OIC - General Manager /
Chairperson, Board of Directors

Date: June 16, 2022

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--------------------------------------------------------|--------------------|------------------------|----------------|---------------------------------------|-------------------------------|--------------------------------|---------------------------------------------|----------------------------|-----------------------------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Legal Officer IV | 89 | 22 | 65,319.00 | Bachelor of Laws | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | Main Office (Legal Department) |
| 2 | Communications Development Officer II | 126 | 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) |
| 3 | Communications Development Officer II | 130 | 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) |
| 4 | Draw Equipment Maintenance Specialist I | 175 | 13 | 25,232.00 | Bachelor's degree | None required | None required | CS (Professional)/ Second Level Eligibility | | Main Office (Gaming Technology Department) |
| 5 | Development Management Officer IV | 193 | 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) |
| 6 | Research Analyst II | 195 | 13 | 25,232.00 | Bachelor's degree | None required | None required | CS (Professional)/ Second Level Eligibility | | Main Office (Product and Standard Development Department) |

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|----|-------------------------------------------------------|-----|----|-----------|--------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------|
| 7 | Technical Assistant A | 219 | 22 | 65,319.00 | Bachelor's degree | 16 hours of training relevant to the job | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility | | Main Office (Security Printing and Production Department) |
| 8 | Technical Assistant B | 290 | 20 | 51,155.00 | Bachelor's degree | 16 hours of relevant training | 3 years relevant experience | CS (Professional)/ Second Level Eligibility | | Main Office (National Capital Region Department) |
| 9 | Electronics & Communications Equipment Technician IV | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Main Office (National Capital Region Department) |
| 10 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Main Office (National Capital Region Department) |
| 11 | Accounts Management Specialist | 332 | 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 (National Capital Region Department) |
| 12 | Branch Manager | 396 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Pangasinan Branch Office |
| 13 | Cash Clerk IV | 407 | 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 | | Pangasinan Branch Office |

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|----|-------------------------------------------------------|-----|----|-----------|--------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------|
| 14 | Cash Clerk IV | 467 | 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 | | Isabela Branch Office |
| 15 | Branch Manager | 457 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility | | Isabela Branch Office |
| 16 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Bataan Branch Office |
| 17 | Branch Manager | 525 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility | | Nueva Ecija Branch Office |
| 18 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Nueva Ecija Branch Office |
| 19 | Accountant IV | 597 | 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 | | Southern Tagalog and Bicol Region Department |

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|----|-------------------------------------------------------|-----|----|-----------|--------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| 20 | Branch Manager | 625 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Cavite Branch Office |
| 21 | Electronics & Communications Equipment Technician III | 647 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Batangas Branch Office |
| 22 | Electronics & Communications Equipment Technician III | 684 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Marinduque Branch Office |
| 23 | Cash Clerk IV | 685 | 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 | | Marinduque Branch Office |
| 24 | Supply Officer II | 694 | 14 | 27,755.00 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/ Second Level Eligibility | | Rizal Branch Office |
| 25 | Branch Manager | 718 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Palawan Branch Office |

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| 26 | Branch Manager | 733 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Camarines Sur Branch Office |
| 27 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Camarines Sur Branch Office |
| 28 | Administrative Officer III | 760 | 18 | 40,637.00 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility | | Albay Branch Office |
| 29 | Administrative Officer III | 784 | 18 | 40,637.00 | Bachelor's degree | 8 hours of relevant training | 2 yrs of relevant experience | CS (Professional)/ Second Level Eligibility | | Catanduanes Branch Office |
| 30 | 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 | | Visayas Department |
| 31 | 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 | | Visayas Department |
| 32 | Accounting Analyst | 809 | 11 | 20,754.00 | Bachelor's degree relevant to the job | None required | None required | CS (Professional)/ Second Level Eligibility | | Visayas Department |

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| 33 | Branch Manager | 811 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Iloilo Branch Office |
| 34 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Aklan Branch Office |
| 35 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Antique Branch Office |
| 36 | Branch Manager | 920 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Leyte Branch Office |
| 37 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Biliran Branch Office |

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|----|-------------------------------------------------------|------|----|-----------|--------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|---------------------------------|
| 38 | 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 | | Southern Leyte Branch Office |
| 39 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Western Samar Branch Office |
| 40 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Northern Samar Branch Office |
| 41 | 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 | | Mindanao Department |
| 42 | 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) | | Mindanao Department |
| 43 | Branch Manager | 1000 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/Second Level Eligibility | | Zamboanga Del Sur Branch Office |

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| 44 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Zamboanga Sibugay Branch Office |
| 45 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Bukidnon Branch Office |
| 46 | Branch Manager | 1061 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Misamis Oriental Branch Office |
| 47 | Administrative Officer I | 1078 | 11 | 20,754.00 | Bachelor's Degree | None required | None required | CS (Professional)/ Second Level Eligibility | | Lanao Del Norte Branch |
| 48 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Misamis Occidental Branch Office |

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|----|-------------------------------------------------------|------|----|-----------|--------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|------------------------------|
| 49 | Branch Manager | 1102 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | Davao Del Sur Branch Office |
| 50 | Branch Manager | 1135 | 25 | 95,083.00 | Master's degree | 120 hours of managerial training | 5 years of experience involving management and supervision | CS (Professional)/ Second Level Eligibility | | South Cotabato Branch Office |
| 51 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | South Cotabato Branch Office |
| 52 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | North Cotabato Branch Office |
| 53 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Maguindanao Branch Office |

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|----|-------------------------------------------------------|------|----|-----------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------|
| 54 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Agusan del Norte Branch Office |
| 55 | 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 | Electronics and Communications Equipment Technician II, III and IV (MC 11 s. 1996 as amended by MC 6, s. 2020-Cat. I or II) | | Surigao Del Norte Branch Office |
| 56 | Accounting Specilaist I | 1269 | 13 | 25,232.00 | Bachelor's degree relevant to the job | None required | None required | CS (Professional)/ Second Level Eligibility | | Main Office (Charity Assistance Department) |
| 57 | Medical Officer VI | 1314 | 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 (Medical Services Department) |
| 58 | Medical Officer V | 1315 | 22 | 65,319.00 | Doctor of Medicine | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | Main Office (Medical Services Department) |
| 59 | Medical Officer IV | 1317 | 20 | 51,155.00 | Doctor of Medicine | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | | Main Office (Medical Services Department) |
| 60 | Dental Hygienist | 1327 | 10 | 19,233.00 | Two years certificate of Dental Hygiene | None required | None required | RA 1080 (Dental Hygienist) | | Main Office (Medical Services Department) |

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|----|-----------------------|------|----|-----------|--------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------------|---------------------------------------------|--|-------------------------------------------------------|
| 61 | Planning Officer I | 1454 | 11 | 20,754.00 | Bachelor's degree relevant to the job | None required | None required | CS (Professional)/ Second Level Eligibility | | Main Office (Corporate Planning Department) |
| 62 | Supply Officer II | 1621 | 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) |
| 63 | Librarian III | 1630 | 18 | 40,637.00 | Bachelor's degree in Library Science or Information Science or BS in Education/Arts major in Library Science | 8 hours of relevant training | 2 years of relevant experience | RA 1080 | | Main Office (General Services Department) |
| 64 | Technical Assistant A | 1637 | 22 | 65,319.00 | Bachelor's degree | 16 hours of training relevant to the job | 3 years of relevant experience | CS (Professional)/ Second Level Eligibility | | Main Office (Assets and Supply Management Department) |
| 65 | Cashier II | 1683 | 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) |
| 66 | Cashier II | 1708 | 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 27, 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;
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:

HUMAN RESOURCES DEPARTMENT

11F Sun Plaza Building, 1507 Princeton

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 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



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 **27 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:

HUMAN RESOURCES DEPARTMENT

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

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

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
|-----|----------|------------------|----|--------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | 89 | Legal Officer IV | 22 | Main Office (Legal Department) | | <ul style="list-style-type: none"> Assists in the preparation of pleadings, motions and other court legal processes in connection with cases that are instituted against defaulting agents, ticket sales representatives and distributors; against fraudulent claimants of lotto/sweepstakes winnings; against patients asking for financial assistance but who submit fictitious/falsified documents; against advertising agencies who collect from PCSO based on forged or falsified documents, among others; Conducts or 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; Assists and/or conducts initial investigations on fraudulent sweepstakes and lotto claims; Performs other related duties and functions assigned from time to time, or as may be provided by an appropriate issuance of directive. | <ul style="list-style-type: none"> Education: Bachelor of Laws Experience: One (1) year relevant experience Training/s: Four (4) hours of relevant training Eligibility: RA 1080 |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
|-----|----------|---------------------------------------|----|--------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | 126 | Communications Development Officer II | 15 | Main Office (Gaming Technology Department) | Gaming, Product Development and Marketing Sector | <ul style="list-style-type: none"> • Monitor communications equipments used in the lottery operations. • Perform required maintenance on communications equipments. • Troubleshoot problems in the communications equipments (front end system). • Coordinate with telecom providers when link problems occur. • Set up workstations for communication network monitoring and problem log database update. • Check and update current communication problems listed on the problem log database. • Coordinate with agents who need assistance to properly diagnose the problem or resolve the problem through step-by-step instructions. • Make follow-ups through email or call to telecommunications carriers of the current communication problems listed on the problem log database. • Performs other duties as assigned. | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: One (1) year relevant experience • Training/s: Four (4) hours of relevant training • Eligibility: CS (Professional)/ Second Level Eligibility |
| 3. | 130 | Communications Development Officer II | 15 | Main Office (Gaming Technology Department) | Gaming, Product Development and Marketing Sector | <ul style="list-style-type: none"> • Monitor communications equipments used in the lottery operations. • Perform required maintenance on communications equipments. • Troubleshoot problems in the communications equipments (front end system). • Coordinate with telecom providers when link problems occur. | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: One (1) year relevant experience • Training/s: Four (4) hours of relevant training • Eligibility: CS (Professional)/ Second Level Eligibility |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
|-----|----------|-----------------------------------------|----|-----------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <ul style="list-style-type: none"> • Set up workstations for communication network monitoring and problem log database update. • Check and update current communication problems listed on the problem log database. • Coordinate with agents who need assistance to properly diagnose the problem or resolve the problem through step-by-step instructions. • Make follow-ups through email or call to telecommunications carriers of the current communication problems listed on the problem log database. • Performs other duties as assigned. | |
| 4. | 175 | Draw Equipment Maintenance Specialist I | 13 | Main Office (Gaming Technology Department) | Gaming, Product Development and Marketing Sector | <ul style="list-style-type: none"> • Assists in the maintenance, security and conduct of preventive maintenance of all draw and production equipment and paraphernalia; • Assists in the actual draw proceedings of all lottery games; • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • Education: Bachelor's degree • Experience: None required • Training/s: None required • Eligibility: CS (Professional)/ Second Level Eligibility |
| 5. | 193 | Development Management Officer IV | 22 | Main Office (Product and Standard Development Department) | Gaming, Product Development and Marketing Sector | <ul style="list-style-type: none"> • Assists in the supervision and coordination of all activities concerning the Division; • Coordinates with other Departments of the Sector relative to relevant researches to be conducted; • Assesses and prioritizes researchable areas as requested by the various Departments of the Sector; | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: Three (3) years of relevant experience • Training/s: Sixteen (16) hours of relevant training • Eligibility: CS (Professional)/ Second Level Eligibility |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
|-----|----------|---------------------|----|-----------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <ul style="list-style-type: none"> • Takes charge in the development and conduct of research proposals/protocols that would further improve the effectiveness and efficiency of strategies and sales of the Sector; • Collects and analyzes relevant, reliable and valid information on current trends in gaming operations. • Creates and recommends to the Development Management Officer V new game concepts to enhance existing games through R&D activities. • Assists the DC on administrative matters of the Division; • Performs other related duties as may be deemed necessary. | |
| 6. | 195 | Research Analyst II | 13 | Main Office (Product and Standard Development Department) | Gaming, Product Development and Marketing Sector | <ul style="list-style-type: none"> • Develops research proposals/protocols and conducts the same to further improve the effectiveness and efficiency of strategies and sales of the Sector; • Conducts studies to assess the effectiveness of social marketing strategies, advertising materials, draw TV programs and trainings conducted; • Studies economic patterns and analyzes their significance to the Agency by using cost-benefit analysis, changes in price, expansion/contraction of products, allocation of capital, location of new outlets, sales forecasting, inventory forecasting, etc. • Collects and analyzes data on customers' demographics, preferences, | <ul style="list-style-type: none"> • Education: Bachelor's degree • Experience: None required • Training/s: None required • Eligibility: CS (Professional)/ Second Level Eligibility |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
|-----|----------|-----------------------|----|----------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | <p>needs and buying habits to identify potential markets and factors affecting product demand;</p> <ul style="list-style-type: none"> • Gathers and provides information to determine the gaming products' position in the marketplace; • Conducts studies to assess the effectiveness of social marketing strategies, advertising materials, draw TV programs and trainings conducted; • Assists in the development of the final report of the researches conducted; • Performs other related duties as may be deemed necessary. | |
| 7. | 219 | Technical Assistant A | 22 | Office of the Department Manager | SPPD - GPDMS | <ul style="list-style-type: none"> • Assists the Department Manager in the discharge of his/her functions; • 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; • Ensures coordination among the divisions of the department for a more effective and efficient operation; • Undertakes research and analysis in the improvement of the production, design, quality control, distribution, monitoring and security features of tickets printed; • Draws up schedule of maintenance of the printing machines; • Oversees the strict observance of printing and production schedules in | <ul style="list-style-type: none"> • Education: Bachelor's degree • Experience: Three (3) years of relevant experience • Training/s: Sixteen (16) hours of relevant training • Eligibility: CS (Professional)/ Second Level Eligibility |

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| | | | | | | coordination with the complementary flow pace and general assessment of the department operations; <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary. | |
| 8. | 290 | Technical Assistant B | 20 | Office of Department Manager | Main Office (National Capital Region Department) | <ul style="list-style-type: none"> Prepares reports needed/ required by the management Consolidation of reports coming from different branch offices Prepares correspondence/ communications needed by the DM Provide accurate and timely information to the DM in ensuring compliance to policies and directives Conducts researches and studies for improvement of operations Performs other related functions as may be deemed necessary. | <ul style="list-style-type: none"> Education: Bachelor's degree Experience: Three (3) years of relevant experience Training/s: Sixteen (16) hours of relevant training Eligibility: CS (Professional)/ Second Level Eligibility |
| 9. | 315 | Electronics & Communications Equipment Technician IV | 15 | TEMD | NCRD - BOS | <ul style="list-style-type: none"> Conducts field preventive maintenance on existing outlets; Assists agents on hardware and software problems; Repairs terminal malfunctions; Performs other related duties as may be deemed necessary." | <ul style="list-style-type: none"> Education: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course Experience: 3 years of relevant experience Training/s: Sixteen (16) hours of relevant trainings Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |

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| 10. | 317 | Electronics & Communications Equipment Technician III | 11 | TEMD | NCRD - BOS | <ul style="list-style-type: none"> • Checks the completeness of lotto / lotto express application and if complete, prepares Order of Payment (new, transfer of site and transfer of ownership; • 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; • Performs clerical functions: <ul style="list-style-type: none"> ○ Photocopying ○ Facilitates outgoing documents • Receives request for agents' concerns such as: <ul style="list-style-type: none"> ○ Termination ○ Certification as an Agent ○ Transfer of site ○ Transfer of ownership ○ Maintains Agent's 201 folders ○ Handles inquiries and information regarding agent's concerns • Prepares certification relative to the request of the Agent | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course • Experience: 2 years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |
| 11. | 332 | Accounts Management Specialist | 15 | Accounts Management Division | NCRD - BOS | <ul style="list-style-type: none"> • Prepares reports needed/ required by the management • Consolidation of reports coming from different branch offices • Prepares correspondence/ communications needed by the DM | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: One (1) year of relevant experience • Training/s: Four (4) hours of relevant training |

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| | | | | | | <ul style="list-style-type: none"> • Provide accurate and timely information to the DM in ensuring compliance to policies and directives • Conducts researches and studies for improvement of operations • Performs other related functions as may be deemed necessary. | <ul style="list-style-type: none"> • Eligibility: CS (Professional)/ Second Level Eligibility |
| 12. | 396 | Branch Manager | 25 | Pangasinan Branch | NCLD - BOS | <ul style="list-style-type: none"> • 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; • Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; • Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch • Certifies and signs in the disbursement vouchers; • Signatory of the Guarantee Letter issued by the Branch Office; • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; | <ul style="list-style-type: none"> • Education: Master's Degree; • Experience: Five (5) years of experience involving management and supervision • Training/s: One hundred twenty (120) hours of managerial training • Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and • Performs other related duties as may be deemed necessary. | |
| 13. | 407 | Cash Clerk IV | 10 | Pangasinan Branch | NCLD - BOS | <ul style="list-style-type: none"> • Responsible for all the cash, cash items and cash in banks of the Branch Office; • Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; • Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; • Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. • Prepares checks for signature for approved disbursement vouchers; | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in in college • Experience: Two (2) years relevant experience • Training/s: Eight (8) hours of relevant training • Eligibility: CS (Subprofessional) / First level eligibility |

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| | | | | | | <ul style="list-style-type: none"> • Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) • Maintains Warrant Register Record for check issued (OF, PF and CF) • Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR • Safe keeps the checks and accountable forms and prepares monthly inventory reports • Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office • Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. • Performs other related duties as may be deemed necessary" | |
| 14. | 467 | Cash Clerk IV | 10 | Isabela Branch | NCLD - BOS | <ul style="list-style-type: none"> • Responsible for all the cash, cash items and cash in banks of the Branch Office; • Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks; • Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports; | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in in college • Experience: Two (2) years relevant experience • Training/s: Eight (8) hours of relevant training • Eligibility: CS (Subprofessional) / First level eligibility |

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| | | | | | | <ul style="list-style-type: none"> Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant. Prepares checks for signature for approved disbursement vouchers; Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR) Maintains Warrant Register Record for check issued (OF, PF and CF) Stamps "PAID" all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR Safe keeps the checks and accountable forms and prepares monthly inventory reports Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel. Performs other related duties as may be deemed necessary" | |

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| 15. | 457 | Branch Manager | 25 | Isabela Branch Office (A) | NCLD - BOS | <ul style="list-style-type: none"> • 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; • Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; • Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch • Certifies and signs in the disbursement vouchers; • Signatory of the Guarantee Letter issued by the Branch Office; • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; | <ul style="list-style-type: none"> • Education: Master's Degree; • Experience: Five (5) years of experience involving management and supervision • Training/s: One hundred twenty (120) hours of managerial training • Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and Performs other related duties as may be deemed necessary. | |
| 16. | 502 | Electronics & Communications Equipment Technician III | 11 | Bataan Branch Office (A) | NCLD - BOS | <ul style="list-style-type: none"> Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement Releases communication, circular and the likes to the agents Process and issue the Operator's /Teller's ID Process lotto and keno application Maintain database for applicants and agents concern Prepares and submits reports needed by the management In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; In-charge of minor repairs of terminals of branch offices and the nearest outlets; | <ul style="list-style-type: none"> Education: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course Experience: 2 years of relevant experience Training/s: 8 hours of relevant training Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |

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| | | | | | | <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary | |
| 17. | 525 | Branch Manager | 25 | Nueva Ecija Branch Office (A) | NCLD - BOS | <ul style="list-style-type: none"> 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; Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers; Signatory of the Guarantee Letter issued by the Branch Office; Prepares and submit monthly monitoring and accomplishment report of the branches; Reviews and examines all reports of the branch offices; Establishes linkages with multi sectoral groups and LGUs, etc.; Promotes sweepstakes and lotto and all PCSO products of the branch; Prepares and submits budget, plans and programs of the branch; Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; | <ul style="list-style-type: none"> Education: Master's Degree; Experience: Five (5) years of experience involving management and supervision Training/s: One hundred twenty (120) hours of managerial training Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> Ensures timely submission of all branch reports needed by the management; Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and Performs other related duties as may be deemed necessary. | |
| 18. | 532 | Electronics & Communications Equipment Technician III | 11 | Nueva Ecija Branch Office (A) | NCLD - BOS | <ul style="list-style-type: none"> Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement Releases communication, circular and the likes to the agents Process and issue the Operator's /Teller's ID Process lotto and keno application Maintain database for applicants and agents concern Prepares and submits reports needed by the management In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; In-charge of minor repairs of terminals of branch offices and the nearest outlets; | <ul style="list-style-type: none"> Education: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course Experience: 2 years of relevant experience Training/s: 8 hours of relevant training Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |

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| | | | | | | <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary | |
| 19. | 597 | Accountant IV | 22 | ODM | Southern Tagalog and Bicol Region Department | <ul style="list-style-type: none"> Consolidates monthly financial reports; <ul style="list-style-type: none"> -Reports Rev Allocation Sales Journal (lotto, keno) Fund Transfer Prepares financial reports needed/ required by the management or other offices – Sales Journal (lotto and keno) In charge in the tax remittances and concerns Examines and verifies (and/or Supervision of) Disbursement Vouchers (Operating and Prize Fund, Itinerary of Travel) Operations and management audit team member Review of Payrolls (JO, STL/Draw Allowances) | <ul style="list-style-type: none"> Education: Bachelor's degree in Commerce/Business Administration major in Accounting Experience: Three (3) years of relevant experience Training/s: Sixteen (16) hours of relevant training Eligibility: RA 1080 |
| 20. | 625 | Branch Manager | 25 | Cavite Branch Office (A) | STBRD - BOS | <ul style="list-style-type: none"> 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; Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch | <ul style="list-style-type: none"> Education: Master's Degree; Experience: Five (5) years of experience involving management and supervision Training/s: One hundred twenty (120) hours of managerial training Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> • Certifies and signs in the disbursement vouchers; • Signatory of the Guarantee Letter issued by the Branch Office; • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and • Performs other related duties as may be deemed necessary. | |
| 21. | 647 | Electronics & Communications Equipment Technician III | 11 | Batangas Branch Office | STBRD - BOS | <ul style="list-style-type: none"> • Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course • Experience: 2 years of relevant experience |

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| | | | | | | <ul style="list-style-type: none"> • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management • In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; • In-charge of minor repairs of terminals of branch offices and the nearest outlets; • Performs other related duties as may be deemed necessary | <ul style="list-style-type: none"> • Training/s: 8 hours of relevant training • Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |
| 22. | 684 | Electronics & Communications Equipment Technician III | 11 | Marinduque Branch Office | STBRD - BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |

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| | | | | | | <ul style="list-style-type: none"> • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management • Performs other related duties as may be deemed necessary" | |
| 23. | 685 | Cash Clerk IV | 10 | Marinduque Branch Office | STBRD-BOS | <ul style="list-style-type: none"> • Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority); • Remits daily sales to the Cashier including paid/cancelled winning tickets; • Conducts training with hands- on training to lotto agents and their operators; <p>(Bookkeeper functions)</p> | <ul style="list-style-type: none"> • Education: Completion of two (2) years studies in College • Experience: Two (2) years of relevant experience • Training/s: Eight (8) hours of relevant trainings |

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| | | | | | | <ul style="list-style-type: none"> • Prepares Disbursement Voucher • Record payment for the Creditors • Maintain Subsidiary ledger for all the accounts • Performs other related duties as may be deemed necessary | <ul style="list-style-type: none"> • Eligibility: CS (Sub-professional)/ First level eligibility |
| 24. | 694 | Supply Officer II | 14 | Rizal Branch Office | STBRD-BOS | <ul style="list-style-type: none"> • Computes and issues lotto/keno supplies and other paraphernalia to the agents. Records all issuances of supplies to its individual stock card and prepares monthly report. • Coordinates with the ODM the schedule of hauling lotto supplies • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • Education: Bachelor's Degree • Experience: One (1) year of relevant experience • Training/s: Four (4) hours of relevant training • Eligibility: CS (Professional) / Second level eligibility |
| 25. | 718 | Branch Manager | 25 | Palawan Branch Office (A) | STBRD - BOS | <ul style="list-style-type: none"> • Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, | <ul style="list-style-type: none"> • Education: Master's Degree; • Experience: Five (5) years of experience involving |

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| | | | | | | Prize), Purchases, Personnel and Agents concerns; <ul style="list-style-type: none"> • Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; • Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch • Certifies and signs in the disbursement vouchers; • Signatory of the Guarantee Letter issued by the Branch Office; • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and | management and supervision <ul style="list-style-type: none"> • Training/s: One hundred twenty (120) hours of managerial training • Eligibility: CS (Professional) / Second Level Eligibility • |

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| | | | | | | <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary. | |
| 26. | 733 | Branch Manager | 25 | Camarines Sur Branch Office (A) | STBRD - BOS | <ul style="list-style-type: none"> 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; Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers; Signatory of the Guarantee Letter issued by the Branch Office; Prepares and submit monthly monitoring and accomplishment report of the branches; Reviews and examines all reports of the branch offices; Establishes linkages with multi sectoral groups and LGUs, etc.; Promotes sweepstakes and lotto and all PCSO products of the branch; Prepares and submits budget, plans and programs of the branch; | <ul style="list-style-type: none"> Education: Master's Degree; Experience: Five (5) years of experience involving management and supervision Training/s: One hundred twenty (120) hours of managerial training Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and • Performs other related duties as may be deemed necessary. | |
| 27. | 740 | Electronic & Communications Equipment Technician III | 11 | Camarines Sur Branch Office (A) | STBRD - BOS | <ul style="list-style-type: none"> • Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management • In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s. 2013) |

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| | | | | | | <ul style="list-style-type: none"> • In-charge of minor repairs of terminals of branch offices and the nearest outlets; • Performs other related duties as may be deemed necessary. | |
| 28. | 760 | Administrative Officer III | 18 | Albay Branch Office (A) | STBRD-BOS | <ul style="list-style-type: none"> • Receives, distributes, keep track and files all memorandum, correspondence, board resolutions and other similar communications received by the branch • Downloads all communications sent thru e-mail and forwards to concerned personnel • Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key • Files all approved pass out slip of the personnel • Prepares and file transmittal letter for outgoing documents • Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits • Prepares monthly EMAP reports • Prepares payroll for salaries and allowances and maintain database for loan deduction and payments • Maintains and updates 201 files • Facilitates processing of fidelity bond renewal of bonded employees • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE. • Prepares and submits reports needed by the management | <ul style="list-style-type: none"> • Education: Bachelor's Degree • Experience: Two (2) years of relevant experience • Training/s: Eight (8) hours of relevant training/s • Eligibility: CS (Professional) / Second level eligibility |

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| | | | | | | <ul style="list-style-type: none"> Records Management and Disposal Performs other related duties as may be deemed necessary. | |
| 29. | 784 | Administrative Officer III | 18 | Catanduanes Branch Office-C | STBRD-BOS | <ul style="list-style-type: none"> Supervises the day to day operations of the branch office; In-charge in all administrative functions and concerns of the Branch Office; In-charge in the safekeeping of all documents of the Branch Office; Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office; Ensures the safekeeping of tickets and prepares inventory and liquidation reports; Prepares reports and letters relative to the operations of Agency's game products, payrolls, remittances and disbursement vouchers; Posts all disbursement transactions to index cards for monitoring purposes; Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards; Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> Education: Bachelor's Degree Experience: Two (2) years of relevant experience Training/s: Eight (8) hours of relevant training/s Eligibility: CS (Professional) / Second level eligibility |
| 30. | 797 | Division Chief III | 24 | ODM-Accounts Management Division | Visayas Department - BOS | <ul style="list-style-type: none"> Supervises the daily activities of the Accounts Management Division Attends to the needs and concerns of the branch offices | <ul style="list-style-type: none"> Education: Master's degree OR Certificate in Leadership and Management from the CSC |

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| | | | | | | <ul style="list-style-type: none"> • Ensures accuracy and timeliness of preparation and submission of the financial reports of the Branches • Supervises and reviews consolidation of various reports from Branches • Coordinates with the Branches and Branch Operations Sector on various issues and concerns • Acts as In-Charge of Office in the absence of the Department Manager; • Ensures accurate and timely preparation, consolidation and submission of financial reports of the branches offices under its area of jurisdiction; • Examines and verifies disbursement vouchers and documents from branches offices; • Assists in monitoring the operations of branches offices; • Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities (for ODM Visayas and Mindanao) • • Performs other related duties as may be deemed necessary | <ul style="list-style-type: none"> • Experience: Four (4) years of supervisory/management experience • Training/s: Forty (40) hours of supervisory/management learning and development intervention • Eligibility: CS (Professional) / Second level eligibility |
| 31. | 806 | Computer Operator IV | 14 | ODM-Accounts Management Division | Visayas Department - BOS | <ul style="list-style-type: none"> • Provides computer support & services to the all personnel of the department; • In charge in the database of the incoming and outgoing of documents • Performs other related duties as may be deemed necessary | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course |

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| | | | | | | | <ul style="list-style-type: none"> • Experience: Three (3) years of relevant experience • Training/s: Sixteen (16) hours of relevant training/s • Eligibility: CS (Subprofessional)/Data Encoder (MC 3, s. 2008)First Level Eligibility and MC 6 s 2010 |
| 32. | 809 | Accounting Analyst | 11 | ODM-Accounts Management Division | Visayas Department - BOS | <ul style="list-style-type: none"> • In charge of the processing of Surety Bond of Lotto and Lotto Express agents • In charge of the processing of claims from Insurance Company • Prepares reports for submission re-Surety Bond status and claim to AO III and the DM • Maintains a database of SB status • Performs other related duties as may be deemed necessary | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: None required • Training/s: None required • Eligibility: CS (Professional)/ Second Level Eligibility |
| 33. | 811 | Branch Manager | 25 | Iloilo Branch Office (A) | Visayas Department - BOS | <ul style="list-style-type: none"> • 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; • Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; • Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch | <ul style="list-style-type: none"> • Education: Master's Degree; • Experience: Five (5) years of experience involving management and supervision • Training/s: One hundred twenty (120) hours of managerial training • Eligibility: CS (Professional) / Second Level Eligibility • |

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| | | | | | | <ul style="list-style-type: none"> • Certifies and signs in the disbursement vouchers; • Signatory of the Guarantee Letter issued by the Branch Office; • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and • Performs other related duties as may be deemed necessary. | |
| 34. | 830 | Electronics & Communications Equipment Technician III | 11 | Aklan Branch Office | Visayas Department-BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience |

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| | | | | | | <ul style="list-style-type: none"> • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management • Performs other related duties as may be deemed necessary" | <ul style="list-style-type: none"> • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |
| 35. | 838 | Electronics & Communications | 11 | Antique Branch Office | Visayas Department-BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
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| | | Equipment Technician III | | | | <p>operators and other related concern and issue</p> <ul style="list-style-type: none"> • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management | <p>relevant vocational/ trade course</p> <ul style="list-style-type: none"> • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| | | | | | | <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary" | |
| 36. | 920 | Branch Manager | 25 | Leyte Branch Office (A) | Visayas Department - BOS | <ul style="list-style-type: none"> 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; Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers; Signatory of the Guarantee Letter issued by the Branch Office; Prepares and submit monthly monitoring and accomplishment report of the branches; Reviews and examines all reports of the branch offices; Establishes linkages with multi sectoral groups and LGUs, etc.; Promotes sweepstakes and lotto and all PCSO products of the branch; Prepares and submits budget, plans and programs of the branch; Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; | <ul style="list-style-type: none"> Education: Master's Degree; Experience: Five (5) years of experience involving management and supervision Training/s: One hundred twenty (120) hours of managerial training Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> Ensures timely submission of all branch reports needed by the management; Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and Performs other related duties as may be deemed necessary. | |
| 37. | 939 | Electronics & Communications Equipment Technician III | 11 | Biliran Branch Office | Visayas Department-BOS | <ul style="list-style-type: none"> Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement Releases communication, circular and the likes to the agents Process and issue the Operator's /Teller's ID Process lotto and keno application Maintain database for applicants and agents concern Prepares and submits reports needed by the management <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report Facilitates procurement for office and janitorial supplies, PPE, repairs and | <ul style="list-style-type: none"> Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course Experience: Two (2) years of relevant experience Training/s: 8 hours of relevant trainings Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| | | | | | | maintenance of office equipment and office vehicle, leasehold improvement and the likes <ul style="list-style-type: none"> • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management • Performs other related duties as may be deemed necessary" | |
| 38. | 948 | Cash Clerk IV | 10 | Southern Leyte Branch Office (B) | Visayas Department - BOS | <ul style="list-style-type: none"> • Sells on-line game tickets, verifies winning tickets and pays winnings up to P5,000.00 • Remits daily sales to the Cashier including paid/cancelled winning tickets • Conducts training with hands- on training to lotto agents and their operators (Bookkeeper functions) <ul style="list-style-type: none"> • Prepares Disbursement Voucher • Record payment for the Creditors • Maintain Subsidiary ledger for all the accounts • Prepares and submits financial reports needed by the management • Performs other related duties as may be deemed necessary" | <ul style="list-style-type: none"> • Education: Completion of two (2) years studies in college • Experience: Two (2) years of relevant experience • Training/s: Eight (8) hours of relevant training • Eligibility: CS (Sub-Professional) / First level eligibility |

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| 39. | 958 | Electronics & Communications Equipment Technician III | 11 | Western Samar Branch Office | Visayas Department-BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |
| 40. | 970 | Electronics & Communications Equipment Technician III | 11 | Northern Samar Branch Office | Visayas Department-BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| | | | | | | <ul style="list-style-type: none"> • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes • Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation • Prepares and submits reports needed by the management • Performs other related duties as may be deemed necessary" | |
| 41. | 983 | Secretary II | 9 | Office of the Department Manager | Mindanao Department-BOS | <ul style="list-style-type: none"> • Facilitates and arranges appointments and meetings to be attended by the DM, inside and outside the office premises; • Receives incoming documents requiring action of the DM and endorse outgoing documents to concerned offices • In charge in the filing and safekeeping of all documents • In charge of the incoming-outgoing calls of the DM | <ul style="list-style-type: none"> • Education: Completion of two (2) years studies in college • Experience: One (1) year of relevant experience • Training/s: Four (4) hours of relevant training • Eligibility: CS (Sub-Professional) / First level eligibility |

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| | | | | | | <ul style="list-style-type: none"> • In charge of the incoming and outgoing emails (concerning the DM) • Attends to the clients and visitors of the DM • Prepares minutes of meeting and simple communications • Performs other related functions as may be deemed necessary. | |
| 42. | 996 | Communications Equipment Operator IV | 11 | ODM – Mindanao Department | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • In charge in all the inquiries relative to the operations of the department • 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) • In-charge in all gaming operations concerns of agents, • such as transfer of site, change of carrier, transfer of ownership, defaulted agents, etc.; • Performs other related duties as may be deemed necessary | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in college or High School graduate with relevant vocational / trade course • Experience: Two (2) years of relevant experience • Training/s: Eight (8) hours of relevant experience • Eligibility: Communications Equipment Operator (MC 10, s. 2013-Cat II) |
| 43. | 1000 | Branch Manager | 25 | Zamboanga Del Sur Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • 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 • Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs | <ul style="list-style-type: none"> • Education: Master's Degree • Experience: Five (5) years of experience involving management and supervision • Training/s: One Hundred Twenty (120) hours of managerial training • Eligibility: CS (Professional) / Second level eligibility |

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| | | | | | | <ul style="list-style-type: none"> • Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch • Certifies and signs in the disbursement vouchers • Signatory of the Guarantee Letter issued by the Branch Office • Prepares and submit monthly monitoring and accomplishment report of the branches • Reviews and examines all reports of the branch offices • Establishes linkages with multi-sectoral groups and LGUs, etc. • Promotes sweepstakes and lotto and all PCSO products of the branch • Prepares and submits budget, plans and programs of the branch • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations • Ensures timely submission of all branch reports needed by the management • Represents the management in various meetings, dialogues, invitations, social and cultural invitations • Performs other related duties as may be deemed necessary. | |
| 44. | 1027 | Electronics & Communication s Equipment Technician III | 11 | Zamboanga Sibugay Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues; | <ul style="list-style-type: none"> • Education: Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course |

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| | | | | | | <ul style="list-style-type: none"> • Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement; • Releases communication, circular and the likes to the agents; • Process and issue the Operator's /Teller's ID • Process lotto and keno applications; • Maintain database for applicants and agents concerns; • Prepares and submits reports needed by the management; <p>(Supply Officer functions)</p> <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report; • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes; • Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation; • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • Experience: Two (2) years of relevant experience • Training/s: Eight (8) hours of relevant training/s • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| 45. | 1053 | Electronics & Communications Equipment Technician III | 11 | Bukidnon Branch Office (A) | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management • In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; • In-charge of minor repairs of terminals of branch offices and the nearest outlets; • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |
| 46. | 1061 | Branch Manager | 25 | Misamis Oriental Branch Office (A) | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • 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; | <ul style="list-style-type: none"> • Education: Master's Degree; • Experience: Five (5) years of experience involving management and supervision |

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| | | | | | | <ul style="list-style-type: none"> • Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; • Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers; • Signatory of the Guarantee Letter issued by the Branch Office; • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • Training/s: One hundred twenty (120) hours of managerial training • Eligibility: CS (Professional) / Second Level Eligibility |

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| 47. | 1078 | Administrative Officer I | 11 | Lanao Del Norte Branch (B) | Mindanao Department - BOS | <ul style="list-style-type: none"> • Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch • Downloads all communications sent thru e-mail and forwards to concerned personnel • Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key • Files all approved pass out slip of the personnel • Prepares and file transmittal letter for outgoing documents • Prepares monthly attendance report , file DTR and approved leave of branch personnel, monitor leave credits • Prepares monthly EMAP reports • Prepares payroll for salaries and allowances and maintain database for loan deduction and payments • Maintains and updates 201 files • Facilitates processing of fidelity bond renewal of bonded employees • Maintain records and conducts physical inventory of office supplies, semi expendable and PPE. • Prepares and submits reports needed by the management • Records Management and Disposal (ABM functions) • In charge of the operations in the absence of the FMO | <ul style="list-style-type: none"> • Education: Bachelor's Degree • Experience: None required • Training/s: None required • Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> • Alternate signatory for all the documents and reports of the branch office in the absence of the BM • Monitors compliance to all reports and ensure submission to the FMO and/or to concerned personnel/department in the head office • Monitors agent's operation issues and concern such as compliance to the provisions in Agency Agreement and expiration of surety bond and contracts • Monitors collection of statement of account for penalty of late remittance and the likes issued by the branch office. • Monitors and attends to the expiration of contracts (lease, insurance and registration of vehicles) and facilitates renewal thereof • Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities • Inspects, evaluates and recommends outlets' application • Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme • Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office (Bookkeeper functions) | |

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| | | | | | | <ul style="list-style-type: none"> Records the sales and remittance of agents in the Subsidiary Ledger Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances Recommends terminal block-off for late/non remittance Performs other related duties as may be deemed necessary | |
| 48. | 1088 | Electronics & Communication s Equipment Technician III | 11 | Misamis Occidental Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues; Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement; Releases communication, circular and the likes to the agents; Process and issue the Operator's /Teller's ID Process lotto and keno applications; Maintain database for applicants and agents concerns; Prepares and submits reports needed by the management; (Supply Officer functions) Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report; | <ul style="list-style-type: none"> Education: Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course Experience: Two (2) years of relevant experience Training/s: Eight (8) hours of relevant training/s Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| | | | | | | <ul style="list-style-type: none"> Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes; Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation; Prepares and submits reports needed by the management; and Performs other related duties as may be deemed necessary. | |
| 49. | 1102 | Branch Manager | 25 | Davao Del Sur Branch Office (A) | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> 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; Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers; Signatory of the Guarantee Letter issued by the Branch Office; Prepares and submit monthly monitoring and accomplishment report of the branches; Reviews and examines all reports of the branch offices; | <ul style="list-style-type: none"> Education: Master's Degree; Experience: Five (5) years of experience involving management and supervision Training/s: One hundred twenty (120) hours of managerial training Eligibility: CS (Professional) / Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> Establishes linkages with multi sectoral groups and LGUs, etc.; Promotes sweepstakes and lotto and all PCSO products of the branch; Prepares and submits budget, plans and programs of the branch; Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; Ensures timely submission of all branch reports needed by the management; Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and Performs other related duties as may be deemed necessary. | • |
| 50. | 1135 | Branch Manager | 25 | South Cotabato Branch Office (A) | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> 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; Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs; Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch Certifies and signs in the disbursement vouchers; Signatory of the Guarantee Letter issued by the Branch Office; | <ul style="list-style-type: none"> Education: Master's Degree; Experience: Five (5 years of experience involving management and supervision Training/s: One hundred twenty (120) hours of managerial training Eligibility: CS (Professional) / Second Level Eligibility |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
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| | | | | | | <ul style="list-style-type: none"> • Prepares and submit monthly monitoring and accomplishment report of the branches; • Reviews and examines all reports of the branch offices; • Establishes linkages with multi sectoral groups and LGUs, etc.; • Promotes sweepstakes and lotto and all PCSO products of the branch; • Prepares and submits budget, plans and programs of the branch; • Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations; • Ensures timely submission of all branch reports needed by the management; • Represents the management in various meetings, dialogues, invitations, social and cultural invitations; and • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • |
| 51. | 1142 | Electronics & Communication s Equipment Technician III | 11 | South Cotabato Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement • Releases communication, circular and the likes to the agents | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings |

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| | | | | | | <ul style="list-style-type: none"> • Process and issue the Operator's /Teller's ID • Process lotto and keno application • Maintain database for applicants and agents concern • Prepares and submits reports needed by the management • In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; • In-charge of minor repairs of terminals of branch offices and the nearest outlets; • Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |
| 52. | 1154 | Electronics & Communication s Equipment Technician III | 11 | North Cotabato Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues; • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement; • Releases communication, circular and the likes to the agents; • Process and issue the Operator's /Teller's ID • Process lotto and keno applications; • Maintain database for applicants and agents concerns; | <ul style="list-style-type: none"> • Education: Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course • Experience: Two (2) years of relevant experience • Training/s: Eight (8) hours of relevant training/s • Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| | | | | | | <ul style="list-style-type: none"> Prepares and submits reports needed by the management; (Supply Officer functions) Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report; Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes; Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation; Prepares and submits reports needed by the management; and Performs other related duties as may be deemed necessary. | |
| 53. | 1162 | Electronics & Communication s Equipment Technician III | 11 | Maguindanao Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues; Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement; Releases communication, circular and the likes to the agents; Process and issue the Operator's /Teller's ID | <ul style="list-style-type: none"> Education: Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course Experience: Two (2) years of relevant experience Training/s: Eight (8) hours of relevant training/s Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

| NO. | Item No. | Position | SG | Office / Division / Branch | Department / Sector | Duties & Responsibilities | CSC Minimum Qualification Standard (QS) |
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| | | | | | | <ul style="list-style-type: none"> • Process lotto and keno applications; • Maintain database for applicants and agents concerns; • Prepares and submits reports needed by the management; (Supply Officer functions) <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report; • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes; • Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation; • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary. | |
| 54. | 1183 | Electronics & Communications Equipment Technician III | 11 | Agusan del Norte Branch Office | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> • Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue • Process blocking and unblocking of erring agents • Process renewal of surety bond and agency agreement | <ul style="list-style-type: none"> • Education: Completion of 2 years studies in College or High School Graduate with relevant vocational/ trade course • Experience: Two (2) years of relevant experience • Training/s: 8 hours of relevant trainings |

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| | | | | | | <ul style="list-style-type: none"> Releases communication, circular and the likes to the agents Process and issue the Operator's /Teller's ID Process lotto and keno application Maintain database for applicants and agents concern Prepares and submits reports needed by the management In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations; In-charge of minor repairs of terminals of branch offices and the nearest outlets; Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> Eligibility: Electronics Equipment Technician (MC 10 s 2013) |
| 55. | 1195 | Electronics and Communication s Equipment Technician III | 11 | Surigao Del Norte Branch Office (B) | MINDANAO DEPARTMENT - BOS | <ul style="list-style-type: none"> Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues; Process blocking and unblocking of erring agents <p>Process renewal of surety bond and agency agreement;</p> <ul style="list-style-type: none"> Releases communication, circular and the likes to the agents; Process and issue the Operator's /Teller's ID Process lotto and keno applications; | <ul style="list-style-type: none"> Education: Completion of two (2) years studies in College or High School graduate with relevant vocational / trade course Experience: Two (2) years of relevant experience Training/s: Eight (8) hours of relevant training/s Eligibility: Electronics Equipment Technician (MC 10 s 2013) |

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| | | | | | | <ul style="list-style-type: none"> • Maintain database for applicants and agents concerns; • Prepares and submits reports needed by the management; (Supply Officer functions) <ul style="list-style-type: none"> • Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report; • Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes; • Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation; • Prepares and submits reports needed by the management; and • Performs other related duties as may be deemed necessary. | |
| 56. | 1269 | Accounting Specialist I | 13 | CAD- Institutional Charity Division | Main Office (Charity Assistance Department)- Charity Sector | <ul style="list-style-type: none"> • Assists in attending to Statement of Billings submitted by assigned partner hospitals; • Assists in reconciling accounts with assigned partner hospitals for IMAP; • Monitors the issued Guarantee Letters, including the submission of Statement of Accounts of partner hospitals and other health-related facilities; • Coordinates with hospitals and other health-related institutions regarding to | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: None required • Training/s: None required • Eligibility: CS (Professional)/ Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none"> the submission of statement of accounts (SOA) and other required documents; Assists in the preparation of required reports; Performs other related duties as may be deemed necessary. | |
| 57. | 1315 | Medical Officer V | 22 | MSD – Medical and Dental Division | Main Office (Medical Services Department)- Charity Sector | <ul style="list-style-type: none"> Assists in the implementation of programs and services of the Division and in the review, formulation and updating of relevant programs policies and guidelines and recommends policy changes when necessary; Performs functions as a Medical Officer; Conducts physical examinations/assessments of PCSO Employees, their dependents and outpatients and draws appropriate management plans including the following: <ul style="list-style-type: none"> Referral for laboratory and ancillary procedures Referral to Specialty Clinics for further evaluations and management Referral for minor surgical operations Referral to hospital of choice when necessary. Provides vaccinations/immunizations to PCSO officials, employees and their qualified dependents and outpatients, when necessary; | <ul style="list-style-type: none"> Education: Doctor of Medicine Experience: One (1) year of relevant experience Training/s: Four (4) hours of relevant training Eligibility: RA 1080 |

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| | | | | | | <ul style="list-style-type: none"> • Performs minor surgical procedures, such as circumcision, Incision and Drainage, removal of cysts, excision of benign tumors, etc.; • Performs home and hospital visits and follow-ups of PCSO officials, employees and their dependents and outpatients; • Assists in determining training needs of the personnel and recommends their attendance to relevant seminar workshops and trainings; • Evaluates and recommends for approval of the Department Manager requests for medical assistance and medicines; • Performs other related duties as may be deemed necessary. | |
| 58. | 1317 | Medical Officer IV | 20 | MSD – Medical and Dental Division | Main Office (Medical Services Department)- Charity Sector | <ul style="list-style-type: none"> • Conducts physical examinations/assessments of PCSO Employees and their dependents and draws appropriate management plans including the following: <ul style="list-style-type: none"> - Referral for laboratory and ancillary procedures - Referral to Specialty Clinics for further evaluations and management - Referral for minor surgical operations - Referral to hospital of choice when necessary. • Provides vaccinations/immunizations to PCSO officials, employees and their | <ul style="list-style-type: none"> • Education: Doctor of Medicine • Experience: One (1) year of relevant experience • Training/s: Four (4) hours of relevant training • Eligibility: RA 1080 |

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| | | | | | | <p>qualified dependents and outpatients, when necessary;</p> <ul style="list-style-type: none"> • Performs minor surgical procedures, such as circumcision, Incision and Drainage, removal of cysts, excision of benign tumors, etc.; • Performs home and hospital visits and follow-ups of PCSO officials, employees and their dependents and outpatients; • Issues medical certificates and refers complicated cases to specialists for proper diagnostic procedures and management; • Submits reports as required by the immediate supervisor; • Performs other related duties as may be deemed necessary. | |
| 59. | 1327 | Dental Hygienist | 10 | MSD – Medical and Dental Division | Main Office (Medical Services Department)- Charity Sector | <ul style="list-style-type: none"> • Performs oral prophylaxis, including but not limited to the removal of calcaral deposits, stains and other debris on dental structures; • Assists dentists in providing the following services; <ul style="list-style-type: none"> - Dental treatments and care to targeted clienteles; - Preparation, handling and operation of dental armamentarium and equipment; - Providing dental education to the patients regarding oral hygiene, pre and post-operative medications and instructions and home care health teachings; | <ul style="list-style-type: none"> • Education: Two years certificate of Dental Hygiene • Experience: None required • Training/s: None required • Eligibility: RA 1080 (Dental Hygienist) |

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| | | | | | | <ul style="list-style-type: none"> • Conducts preliminary examinations which include: pre-operative case history taking, blood pressure examination, etc.; • Writes and submits all required reports concerning the operations of the Division to superiors on a regular basis; • Ensures the proper storage of dental equipment and armamentarium; • Conducts regular inspections and submits reports to superiors on any malfunction of equipment/materials on a regular basis; • Performs other related duties as may be deemed necessary. | |
| 60. | 1454 | Planning Officer I | 11 | Planning and Policy Formulation Division | Main Office (Corporate Planning Department) | <ul style="list-style-type: none"> • Handles the records management of all documents and safekeeping of all existing plans, policies and procedures of the office; • Responsible for keeping records of all recommendations and programs submitted by the division and instruction issued to the department; • Works, in coordination with the Planning Officers, in analyzing data gathered towards the formulation of procedural plans and other projects; • Submits analyses and presentations of all data gathered to guide in the preparation and/or review of plans and programs submitted by their division; • Conducts geographical surveys to determine the performance and | <ul style="list-style-type: none"> • Education: Bachelor's degree relevant to the job • Experience: None required • Training/s: None required • Eligibility: CS (Professional)/ Second Level Eligibility |

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| | | | | | | marketing needs of agents/outlets all over the country; <ul style="list-style-type: none"> Performs other related duties as may be deemed necessary. | |
| 61. | 1621 | Supply Officer II | 14 | GSD-Procurement Division | General Services Department-Administrative Sector | <ul style="list-style-type: none"> Ensures proper documentation of bid proposals, preparation of bidding documents, agreements, logistics, transportation of all goods and services; Assists in the evaluation of proposals and quotations submitted; Provides liaison between vendors, suppliers and PCSO Management; Documents and prepares bidding documents for a successful conduct of bidding for supply of goods and services; Monitors delivery of ordered supplies, materials, furniture and equipment and ensure that they conform with specifications; Maintain a bidders' list, vendors' file, and such other records needed for the efficient operation of the purchasing function; Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> Education: Bachelor's degree Experience: One (1) year of relevant experience Training/s: Four (4) hours of relevant training Eligibility: CS (Professional)/ Second Level Eligibility |
| 62. | 1630 | Librarian III | 18 | GSD-Central Records and Library Division | General Services Department-Administrative Sector | <ul style="list-style-type: none"> Journalizes all files/documents received and distributed by the Division; Keeps an official record of borrowed and returned books, files and other official documents; | <ul style="list-style-type: none"> Education: Bachelor's degree in Library Science or Information Science or BS in Education/Arts major in Library Science Experience: Two (2) years of relevant experience |

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| | | | | | | <ul style="list-style-type: none"> • Prepares and files Monthly Attendance Report of the Department and submits it to concerned unit/department; • Receives and records all incoming correspondences; • Records and takes note of all borrowed and returned books, files and other official documents; • Orders materials and maintain records for payment of invoices; • Prepares reports related to library and information services, technology and media services, resources and activities; • Performs original cataloguing and classification of print, audio-visual and electronic resources and maintains circulation files, records and statistics; • Develops and maintains special indexing systems and files for special collections; • Ensures accurate inventory of resources and efficient retrieval by users and maintains inventories, compiles statistics and generates reports as required; • Distributes materials for cataloguing, determines the type of cataloguing required and enters cataloguing data into the Agency's records automated system; • Provides library services in response to the information needs of users, | <ul style="list-style-type: none"> • Training/s: Eight (8) hours of relevant training • Eligibility: RA 1080 |

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| | | | | | | <p>responds to daily on-site requests for information and provides effective access to library collections and resources;</p> <ul style="list-style-type: none"> • Trains library users to effectively search the catalogue, internet and other electronic resources; • Sends overdue notices to users who fail to return official resource materials; • Performs other related duties as may be deemed necessary. | |
| 63. | 1637 | Technical Assistant A | 22 | ODM | Assets and Supply Management Department (ASMD) – Administrative Sector | <ul style="list-style-type: none"> • Assists the Department Manager in the daily discharge of his/her functions; • Assists in the preparation of the annual budget, financial and other reports; • Ensures coordination among the divisions of the department for a more effective operation; • Qualifies, classifies and monitors incoming/outgoing documents at the DM's Office; • Prepares memoranda, communication and other documents for the DM; • Performs other related duties as may be deemed necessary." | <ul style="list-style-type: none"> • Education: Bachelor's degree • Experience: 3 years of relevant experience • Training/s: 16 hours of training relevant to the job • Eligibility: CS (Professional)/ Second Level Eligibility |
| 64. | 1683 | Cashier II | 14 | Treasury Dept-Collection and Monitoring Division | Main Office (Treasury Department)-Administrative Sector | <ul style="list-style-type: none"> • Receives over the counter payments, in cash/checks, of all accounts due and payable to the Office; • Reconciles cash and cash items received against money forms/records the end of business hours; | <ul style="list-style-type: none"> • Education: Bachelor's degree • Experience: 1 year of relevant experience • Training/s: 4 hours of training relevant to the job |

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| | | | | | | <ul style="list-style-type: none"> Submits all cash and checks received for the day with corresponding money forms for verification and safekeeping; Assists in the consolidation of cash and checks received the previous day for deposit in the bank; Performs other related duties as may be deemed necessary. | <ul style="list-style-type: none"> Eligibility: CS (Professional)/ Second Level Eligibility |
| 65. | 1708 | Cashier II | 14 | Treasury Dept-Charity Fund Disbursement Division | Main Office (Treasury Department)-Administrative Sector | <ul style="list-style-type: none"> Receives, records, reviews, encodes, updates and verifies accomplished and returned original vouchers with Official Receipts from other PCSO offices/branches; Prepares Reports of Available Charity checks for transmittal to other PCSO offices/branches; Encodes data of checks issued on the Main Database Computer with the following details: Voucher Number, Check Number, Date of Check, Date received from the Budget & Accounting Department, Payee, Amount, patient's name and other particulars/details of payment (The bases are the triplicate copies of checks issued. These are also used for follow-up/status of ALL assistances granted by the Office); Updates data on the Main Database of ALL returned signed checks and vouchers indicating time and date it was received (These are used in generating all reports being submitted by the division); | <ul style="list-style-type: none"> Education: Bachelor's degree Experience: 1 year of relevant experience Training/s: 4 hours of training relevant to the job Eligibility: CS (Professional)/ Second Level Eligibility |

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| | | | | | | <ul style="list-style-type: none">• Performs other related duties as may be deemed necessary. | |