

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:

**MELQUIADES A. ROBLES**  
**General Manager**

Date: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer II (Administrative Officer I)	38	JG8 (SG11)	32,121.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Office of the General Manager
2	Internal Auditor II	69	JG10 (SG15)	43,711.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)		Internal Audit Services
3	Legal Officer IV	89	JG12 (SG22)	83,966.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		Legal Department
4	Legal Assistant II	91	JG8 (SG12)	32,121.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	CS (Professional)/ Second Level Eligibility		Legal Department

5	Technical Assistant B	111	JG11 (SG20)	51,987.00	Bachelor's degree	3 years relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Gaming Technology Department
6	Paper Cutting Machine Operator III	250	JG6 (SG8)	22,288.00	High School Graduate	1 year of relevant experience	4 hours of relevant training	None Required (MC 10 s. 2013, Cat. III)		Security Printing & Production Department
7	Binder IV	253	JG7 (SG10)	25,027.00	Elementary School Graduate	2 years of relevant experience	8 hours of relevant training	None Required (MC 10 s. 2013, Cat. III)		Security Printing & Production Department
8	Ticket Checker	277	JG3 (SG4)	17,598.00	High School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Security Printing & Production Department
9	Electronics & Communications Equipment Technician III	317	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		National Capital Region Department
10	Senior Management Specialist	326	JG11 (SG 19)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		National Capital Region Department
11	Accounts Management Specialist	335	JG10 (SG15)	43,711.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		National Capital Region Department
12	Accounting Specialist I	337	JG9 (SG13)	37,317.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		National Capital Region Department
13	Administrative Officer V (Administrative Officer III)	386	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Abra Branch Office
14	Cash Clerk IV	406	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Pangasinan Branch Office

15	Driver Courier II	409	JG5 (SG6)	19,821.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Pangasinan Branch Office
16	Administrative Officer V (Administrative Officer III)	447	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Apayao Branch Office
17	Administrative Officer V (Administrative Officer III)	480	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Ifugao Branch Office
18	Cashier IV	498	JG12 (SG22)	83,966.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Bataan Branch Office
19	Electronics & Communications Equipment Technician III	502	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Bataan Branch Office
20	Electronics & Communications Equipment Technician III	532	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Nueva Ecija Branch Office
21	Driver Courier II	538	JG5 (SG6)	19,821.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Nueva Ecija Branch Office
22	Administrative Officer V (Administrative Officer III)	579	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Zambales Branch Office

23	Technical Assistant B	592	JG11 (SG20)	51,987.00	Bachelor's degree	3 years relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Southern Tagalog & Bicol Region Department
24	Secretary II	593	JG7 (SG9)	25,027.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Southern Tagalog & Bicol Region Department
25	Accountant IV	597	JG12 (SG22)	83,966.00	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080		Southern Tagalog & Bicol Region Department
26	Administrative Officer IV (Administrative Officer II)	602	JG10 (SG15)	43,711.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Southern Tagalog & Bicol Region Department
27	Cashier IV	628	JG12 (SG22)	83,966.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Cavite Branch Office
28	Administrative Aide III	639	JG4 (SG3)	17,598.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Cavite Branch Office
29	Electronics & Communications Equipment Technician III	647	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Batangas Branch Office
30	Administrative Officer V (Administrative Officer III)	655	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Occidental Mindoro Branch Office
31	Administrative Officer V (Administrative Officer III)	669	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Quezon Branch Office

32	Cash Clerk IV	675	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Quezon Branch Office
33	Administrative Officer II (Administrative Officer I)	682	JG8 (SG11)	32,121.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Marinduque Branch Office
34	Electronics & Communications Equipment Technician III	684	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Marinduque Branch Office
35	Administrative Officer V (Administrative Officer III)	692	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Rizal Branch
36	Accountant IV	720	JG12 (SG22)	83,966.00	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080		Palawan Branch Office
37	Electronics & Communications Equipment Technician III	740	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Camarines Sur Branch Office
38	Bookkeeper III	741	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Camarines Sur Branch Office
39	Cash Clerk IV	742	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Camarines Sur Branch Office

40	Administrative Officer V (Administrative Officer III)	779	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Masbate Branch
41	Administrative Officer V (Administrative Officer III)	784	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Catanduanes Branch Office
42	Accountant IV	798	JG12 (SG22)	83,966.00	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080		Visayas Department
43	Electronics & Communications Equipment Technician III	830	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Aklan Branch Office
44	Electronics & Communications Equipment Technician III	838	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Antique Branch Office
45	Administrative Officer V (Administrative Officer III)	850	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Guimaras Branch Office
46	Branch Manager	870	JG12 (SG25)	95,961.00	Master's degree	5 years of experience involving management and supervision	120 hours of managerial training	CS (Professional)/ Second Level Eligibility		Bohol Branch Office
47	Cash Clerk IV	879	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Bohol Branch Office

48	Administrative Officer V (Administrative Officer III)	889	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Cebu Branch Office
49	Electronics & Communications Equipment Technician III	939	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Biliran Branch Office
50	Administrative Officer V (Administrative Officer III)	955	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Western Samar Branch Office
51	Electronics & Communications Equipment Technician III	958	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Western Samar Branch Office
52	Administrative Officer II (Administrative Officer I)	968	JG8 (SG11)	32,121.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Northern Samar Branch Office
53	Electronics & Communications Equipment Technician III	970	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Northern Samar Branch Office
54	Administrative Officer V (Administrative Officer III)	974	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Eastern Samar Branch Office
55	Cashier III	1016	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Zamboanga Del Norte Branch Office

56	Administrative Officer II (Administrative Officer I)	1017	JG8 (SG11)	32,121.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Zamboanga Del Norte Branch Office
57	Electronics & Communications Equipment Technician III	1027	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Zamboanga Sibugay Branch Office
58	Administrative Aide III	1030	JG4 (SG3)	17,598.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Zamboanga Sibugay Branch Office
59	Administrative Officer V (Administrative Officer III)	1031	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Basilan Branch Office
60	Cashier II	1032	JG9 (SG14)	37,317.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Basilan Branch Office
61	Social Welfare Officer I	1033	JG8 (SG11)	32,121.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Basilan Branch Office
62	Driver Courier II	1035	JG5 (SG6)	19,821.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013- Cat. IV)		Basilan Branch Office
63	Administrative Officer V (Administrative Officer III)	1036	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Sulu Branch Office
64	Cashier II	1037	JG9 (SG14)	37,317.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Sulu Branch Office
65	Social Welfare Officer I	1038	JG8 (SG11)	32,121.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Sulu Branch Office



66	Driver Courier II	1040	JG5 (SG6)	19,821.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Sulu Branch Office
67	Administrative Officer V (Administrative Officer III)	1041	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Mindanao Tawi-Tawi Branch
68	Cashier II	1042	JG9 (SG14)	37,317.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Mindanao Tawi-Tawi Branch
69	Social Welfare Officer I	1043	JG8 (SG11)	32,121.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Mindanao Tawi-Tawi Branch
70	Cash Clerk IV	1044	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Mindanao Tawi-Tawi Branch
71	Driver Courier II	1045	JG5 (SG6)	19,821.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		Mindanao Tawi-Tawi Branch
72	Accountant IV	1048	JG12 (SG22)	83,966.00	Bachelor's degree in Commerce/Business Administration major in Accounting	3 years of relevant experience	16 hours of relevant training	RA 1080		Bukidnon Branch Office
73	Administrative Officer V (Administrative Officer III)	1050	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Bukidnon Branch Office
74	Electronics & Communications Equipment Technician III	1053	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Bukidnon Branch Office

75	Administrative Officer II (Administrative Officer I)	1078	JG8 (SG11)	32,121.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Lanao Del Norte Branch Office
76	Electronics & Communications Equipment Technician III	1088	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Misamis Occidental Branch Office
77	Administrative Officer V (Administrative Officer III)	1092	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Camiguin Branch Office
78	Administrative Officer V (Administrative Officer III)	1097	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Lanao Del Sur Branch Office
79	Administrative Officer V (Administrative Officer III)	1125	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Davao De Oro Branch Office
80	Supply Officer II	1141	JG9 (SG14)	37,317.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		South Cotabato Branch Office
81	Electronics & Communications Equipment Technician III	1142	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		South Cotabato Branch Office
82	Electronics & Communications Equipment Technician III	1154	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		North Cotabato Branch Office

83	Administrative Officer II (Administrative Officer I)	1160	JG8 (SG11)	32,121.00	Bachelor's Degree	None required	None required	CS (Professional)/ Second Level Eligibility		Maguindanao Branch Office
84	Electronics & Communications Equipment Technician III	1162	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Maguindanao Branch Office
85	Administrative Officer V (Administrative Officer III)	1166	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Sarangani Branch Office
86	Administrative Officer V (Administrative Officer III)	1171	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Sultan Kudarat Branch Office
87	Administrative Officer V (Administrative Officer III)	1180	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Agusan Del Norte Branch Office
88	Electronics & Communications Equipment Technician III	1183	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Agusan Del Norte Branch Office
89	Bookkeeper III	1184	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Agusan Del Norte Branch Office
90	Electronics & Communications Equipment Technician III	1195	JG8 (SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Electronic Equipment Technician (MC 10, s. 2013-Cat. II)		Surigao Del Norte Branch Office

91	Cash Clerk IV	1196	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Surigao Del Norte Branch Office
92	Technical Assistant A	1216	JG12 (SG22)	83,966.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Sector
93	Department Manager III	1221	JG14 (SG26)	136,738.00	Master's degree OR Certificate in Leadership and Management from the CSC	5 years of supervisory/man agement experience	120 hours of supervisory/manag ement learning and development intervention	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
94	Public Services Officer III	1225	JG11 (SG18)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
95	Communications Equipment Operator V	1228	JG9 (SG13)	37,317.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours relevant training	Communications Equipment Operator (MC 10, s. 2013-Cat. II)		Charity Assistance Department
96	Project Evaluation Officer II	1239	JG10 (SG15)	43,711.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
97	Project Evaluation Officer II	1240	JG10 (SG15)	43,711.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
98	Financial Analyst IV	1245	JG12 (SG22)	83,966.00	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
99	Financial Analyst II	1249	JG10 (SG15)	43,711.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Assistance Department

100	Social Welfare Officer IV	1252	JG12 (SG22)	83,966.00	Bachelor's degree in Social Work	3 years of relevant experience	16 hours of relevant training	RA 1080		Charity Assistance Department
101	Social Welfare Officer III	1255	JG11 (SG18)	51,987.00	Bachelor's degree in Social Work	2 years of relevant experience	8 hours of relevant training	RA 1080		Charity Assistance Department
102	Division Chief III	1260	JG12 (SG24)	83,966.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
103	Financial Analyst III	1262	JG11 (SG18)	51,987.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
104	Social Welfare Officer IV	1270	JG12 (SG22)	83,966.00	Bachelor's degree in Social Work	3 years of relevant experience	16 hours of relevant training	RA 1080		Charity Assistance Department
105	Social Welfare Officer III	1273	JG11 (SG18)	51,987.00	Bachelor's degree in Social Work	2 years of relevant experience	8 hours of relevant training	RA 1080		Charity Assistance Department
106	Social Welfare Officer III	1274	JG11 (SG18)	51,987.00	Bachelor's degree in Social Work	2 years of relevant experience	8 hours of relevant training	RA 1080		Charity Assistance Department
107	Social Welfare Officer II	1275	JG10 (SG15)	43,711.00	Bachelor's degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080		Charity Assistance Department
108	Social Welfare Officer I	1285	JG8 (SG11)	32,121.00	Bachelor's degree in Social Work	None required	None required	RA 1080		Charity Assistance Department
109	Division Chief III	1292	JG12 (SG24)	83,966.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	CS (Professional)/ Second Level Eligibility		Charity Assistance Department
110	Social Welfare Officer III	1294	JG11 (SG18)	51,987.00	Bachelor's degree in Social Work	2 years of relevant experience	8 hours of relevant training	RA 1080		Charity Assistance Department

111	Social Welfare Officer II	1295	JG10 (SG15)	43,711.00	Bachelor's degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080		Charity Assistance Department
112	Medical Officer VI	1314	JG12 (SG24)	83,966.00	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080		Medical Services Department
113	Secretary III	1360	JG7 (SG10)	25,027.00	Completion of 2 years studies in college	2 years of relevant experience	8 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Management Services Sector
114	Accountant II	1376	JG10 (SG15)	43,711.00	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080		Accounting and Budget Department
115	Financial Analyst III	1378	JG11 (SG18)	51,987.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
116	Financial Analyst III	1393	JG11 (SG18)	51,987.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
117	Fiscal Controller I	1417	JG8 (SG11)	32,121.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
118	Financial Analyst II	1437	JG10 (SG15)	43,711.00	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
119	Secretary II	1443	JG7 (SG9)	25,027.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Corporate Planning Department
120	Public Relations Officer IV	1457	JG12 (SG22)	83,966.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Corporate Planning Department

121	Communications Development Officer I	1464	JG8 (SG11)	32,121.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
122	Information Technology Officer III	1493	JG12 (SG24)	89,964.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	CS (Professional)/ Second Level Eligibility		Information Technology Services Department
123	Information Technology Officer I	1514	JG11 (SG19)	51,987.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Information Technology Services Department
124	Technical Assistant A	1521	JG12 (SG22)	83,966.00	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	CS (Professional)/ Second Level Eligibility		Administrative Sector
125	Senior Personnel Specialist	1536	JG11 (SG19)	51,987.00	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Human Resources Department
126	Personnel Specialist I	1543	JG9 (SG13)	37,317.00	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility		Human Resources Department
127	Personnel Specialist II	1550	JG10 (SG16)	43,711.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Human Resources Department
128	Personnel Specialist II	1552	JG10 (SG16)	43,711.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		Human Resources Department
129	Senior Administrative Assistant II	1555	JG9 (SG14)	37,317.00	Completion of 2 years studies in college	3 years of relevant experience	16 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Human Resources Department
130	Engineer III	1590	JG11 (SG19)	51,987.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080		General Services Department

131	Draftsman I	1599	JG5 (SG6)	19,821.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC 10, s. 2013-Cat. II)		General Services Department
132	Automotive Electrician	1607	JG5 (SG6)	19,821.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Automotive Electrician (MC 10, s. 2013 -(Cat. II)		General Services Department
133	Driver Mechanic B	1608	JG5 (SG7)	19,821.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		General Services Department
134	Driver Mechanic B	1609	JG5 (SG7)	19,821.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Professional Driver's License (MC 10, s. 2013-Cat. IV)		General Services Department
135	Division Chief III	1627	JG12 (SG24)	83,966.00	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention	CS (Professional)/ Second Level Eligibility		General Services Department
136	Department Manager III	1636	JG14 (SG26)	136,738.00	Master's degree OR Certificate in Leadership and Management from the CSC	5 years of supervisory/management experience	120 hours of supervisory/management learning and development intervention	CS (Professional)/ Second Level Eligibility		Assets & Supply Management Department
137	Senior Investment Specialist	1644	JG11 (SG18)	51,987.00	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional)/ Second Level Eligibility		Assets & Supply Management Department



138	Acquired Asset Officer II	1646	JG9 (SG13)	37,317.00	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Assets & Supply Management Department
139	Secretary II	1673	JG7 (SG9)	25,027.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional)/ First Level Eligibility		Treasury Department
140	Cashier II	1708	JG9 (SG14)	37,317.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional)/ Second Level Eligibility		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 **November 21, 2022**.

1. Fully accomplished and duly notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be
2. Fully accomplished Work Experience Sheet (attachment to CS Form No. 212) with signature;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of Authenticated 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
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.

#### **IMPORTANT REMINDERS:**

- Applicants must submit a separate set of application if applying for more than one vacant position (indicating the order of preference in the prescribed
- 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**

10F Sun Plaza Building, 1507  
Princeton Street Corner Shaw Boulevard  
Mandaluyong City

[Or you may email your application at recruitment@pcso.gov.ph](mailto:recruitment@pcso.gov.ph)



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
1.	38	Administrative Officer II (Administrative Officer I)	JG8 (SG11)	Office of the General Manager	Office of the General Manager	<ul style="list-style-type: none"> <li>• Handles all incoming and outgoing documents;</li> <li>• Keeps and files correspondences as well as office directives, memorandum orders, Special Orders, solicitations, financial assistances, various projects, ads, etc.;</li> <li>• Encodes memoranda and official documents at the GM's Office;</li> <li>• Receives telephone calls and answers routine questions;</li> <li>• Handles the administrative matters of the OGM;</li> <li>• Assists the secretaries in recording and filing of all memoranda, letters and other official documents and communications;</li> <li>• Assists in the keeping of records and filing of memoranda, personnel files and records of absences and attendance at the OGM;</li> <li>• Assists in the planning and distribution of typing workloads of the OGM on the basis of the most effective operations, considering availability of personnel, facilities, volume and importance;</li> <li>• Performs administrative works of the OGM;</li> <li>• Handles the requisitions and issuances of office supplies for the Office of the GM;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
2.	69	Internal Auditor II	JG10 (SG15)	Operations Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Assists in planning the scope of the engagement and in the preparation of an engagement work program;</li> <li>• Recommends the engagement procedures to be used in the conduct of the operations audit;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement program;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS Professional/ 2nd level</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>Assists in the preparation of formal written communications to management;</li> <li>Implements the necessary engagement procedures as determined and approved by his supervisor/s;</li> <li>Employs audit tools and techniques necessary in the conduct of the operations audit;</li> <li>Coordinates with co-Auditors in the performance of the operations audit;</li> <li>Confers with co-Auditors the findings/results of the operations audit conducted;</li> <li>Prepares/assists in the preparation of formal written communications on the results of the operations audit;</li> <li>Identifies factors causing deficient conditions and recommends courses of action to improve the conditions, including special surveys and audits;</li> <li>Surveys functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	eligibility with Certified Internal Auditor (CIA)
3.	89	Legal Officer IV	JG12 (SG22)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor of Laws</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>fictitious/falsified documents; against advertising agencies who collect from PCSO based on forged or falsified documents, among others;</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Assists and/or conducts initial investigations on fraudulent sweepstakes and lotto claims;</li> <li>• Performs other related duties and functions assigned from time to time, or as may be provided by an appropriate issuance of directive.</li> </ul>	
4.	91	Legal Assistant II	JG8 (SG12)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Follows-up or monitors the status of criminal cases instituted by the agency, in the Office of the Prosecutor and before the Courts having jurisdiction of the cases as well as civil cases handled by the Office of the Government Corporate Counsel;</li> <li>• Assists walk-in complainants and investigates reports on the “text and ambulance scam” as well as other fraudulent activities of unscrupulous groups using the name of PCSO;</li> <li>• Assists in the conduct of researches and studies of applicable laws, rules, regulations, doctrines, principles or jurisprudence that may aid in the prosecution and litigation of cases;</li> <li>• Receives documents such as memoranda, certification, letters, request for legal opinions and comments, board resolution and other papers for notation, signature, information and appropriate action of concerned departments/units;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> 4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Releases documents assigned to staff lawyers, legal researchers, legal assistants and other staff for their appropriate action to the releasing clerk for the distribution thereof to the concerned;</li> <li>Maintains a logbook or record of all documents received, assigned and released to concerned staff for proper monitoring and easy reference;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
5.	111	Technical Assistant B	JG11 (SG20)	Office of the Department Manager	Gaming Technology Department	<ul style="list-style-type: none"> <li>Coordinates with the Agency's Central HR department on issues concerning personnel actions;</li> <li>Recommends to the Supervising Administrative Officer policies effective management of personnel within the Department.</li> <li>Organizes and maintains paper and electronic files of the Department;</li> <li>Coordinates with concerned Departments regarding assignments of personnel for the draw.</li> <li>Responsible for the requisition/procurement of supplies and equipment for the Department;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 3 years relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
6.	250	Paper Cutting Machine Operator III	JG6 (SG8)	Press & Bindery Division	Security Printing & Production Department	<ul style="list-style-type: none"> <li>Cuts the required number of reams needed by the division;</li> <li>Delivers the cut/slashed printed forms to the concerned personnel/unit for binding;</li> <li>Cuts the gathered office forms for stocking;</li> <li>Devises a systematic arrangement of the stacked forms for easy retrieval</li> <li>Trouble shoots the minor defects of the cutting machine;</li> <li>Ensures the good running condition of the machines;</li> <li>Prepares status reports on the daily quota;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
7.	253	Binder IV	JG7 (SG10)	Press & Bindery Division	Security Printing & Production Department	<ul style="list-style-type: none"> <li>Collects the cut/slashed printed tickets, office and accountable forms from the insertion table;</li> <li>Arranges the printed tickets and forms for stitching;</li> <li>Binds the printed tickets, office and accountable forms;</li> <li>Separates the defective tickets, office and accountable forms from the bounded ones;</li> <li>Arranges the defective tickets, office and accountable forms and makes reports thereon;</li> <li>Stacks the defective tickets, office and accountable forms for retrieval;</li> <li>Ensures that the stitching machines are in good condition;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary School Graduate</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> </ul>
8.	277	Ticket Checker	JG3 (SG4)	Quality Control Division	Security Printing & Production Department	<ul style="list-style-type: none"> <li>Counts the booklets of tickets or bundles of tickets, betslips, papelitos, office and accountable forms;</li> <li>Checks the clarity, correctness and consecutive sequence of the serial numbers of all printed tickets, betslips, papelitos, office and accountable forms;</li> <li>Ensures rigid and thorough checking in the printed tickets, betslips, papelitos, office and accountable forms;</li> <li>Inserts the corrected tickets and ascertains that the re-printed tickets are inserted in their proper booklets;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Highschool Graduate</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> <li></li> </ul>
9.	317	Electronics & Communications Equipment Technician III	JG8 (SG11)	Technical Evaluation & Monitoring Division	National Capital Region Department	<ul style="list-style-type: none"> <li>Check the completeness of lotto/lotto express application and if complete &amp; prepare Order of payment (new, transfer of site &amp; transfer of ownership);</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Assigns control number and records to logbook upon receipt of Official Receipt and forwards to ECET IV (SG 15) (new, transfer of site &amp; transfer of ownership);</li> <li>• Performs clerical documents; <ul style="list-style-type: none"> <li>- Photocopying</li> <li>- Facilities outgoing documents</li> </ul> </li> <li>• Receives request for agents concerns such as: <ul style="list-style-type: none"> <li>- Termination</li> <li>- Certification as an Agent</li> <li>- Transfer of Ownership</li> </ul> </li> <li>• Maintains Agent's 201 folder;</li> <li>• Handles inquiries and information regarding agents' concerns;</li> <li>• Prepares certification relative to the request of the Agent;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
10.	326	Senior Management Specialist	JG11 (SG 19)	Accounts Management Division	National Capital Region Department	<ul style="list-style-type: none"> <li>• Prepares sales and remittance monitoring reports and agents' account status reports;</li> <li>• Provides analyses of sales against remittances data;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
11.	335	Accounts Management Specialist	JG10 (SG15)	Accounts Management Division	National Capital Region Department	<ul style="list-style-type: none"> <li>• Assists in the monitoring of sales and remittances from the Online Lottery terminals;</li> <li>• Helps in the preparation of various reports and correspondences as instructed by superiors;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
12.	337	Accounting Specialist I	JG9(SG 13)	Accounts Management Division	National Capital Region Department	<ul style="list-style-type: none"> <li>Verifies the accuracy and completeness of reports submitted by agents/operators;</li> <li>Helps in the preparation of various reports and correspondences as instructed by superiors;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
13.	386	Administrative Officer V (Administrative Officer III)	JG11(S G18)	Abra Branch Office (Branch C)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>Supervises the day-to-day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of</li> <li>Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
14.	406	Cash Clerk IV	JG7 (SG10)	Pangasinan Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winning up to ₱5, 0000.00;</li> <li>Remit daily sales to the Cashier including paid / cancelled winning tickets;</li> <li>Conducts training with hands-on training to lotto agents and their operators;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
							<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
15.	409	Driver Courier II	JG5 (SG6)	Pangasinan Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>• Performs driving functions;</li> <li>• Maintains the cleanliness and good condition of the vehicle;</li> <li>• Provides clerical and messenger functions;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School Graduate</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>
16.	447	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Apayao Branch Office (Branch C)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
17.	480	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Ifugao Branch Office (Branch C)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
18.	498	Cashier IV	JG12 (SG22)	Bataan Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;</li> <li>• Releases funds from revolving funds and cash advances facilitates and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant;</li> <li>• Prepares checks for signature for approved disbursement voucher;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR);</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains Warrant Register Record for check issued (OF, PF, and CF);</li> <li>• Stamps "PAID" all disbursement Voucher and forwards the same to the Accountant together with the copy of RCI and CDR;</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the Branch office;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
19.	502	Electronics & Communications Equipment Technician III	JG8 (SG11)	Bataan Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>• Process Agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Release communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's/ Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• In-charge of minor repairs of terminal of branch offices and the nearest outlets;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
20.	532	Electronics & Communications Equipment Technician III	JG8 (SG11)	Nueva Ecija Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>Process Agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>Process blocking and unblocking of erring agents;</li> <li>Process renewal of surety bond and agency agreement;</li> <li>Release communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's/ Teller's ID;</li> <li>Process lotto and keno application;</li> <li>Maintain database for applicants and agents concern;</li> <li>Prepares and submits reports needed by the management;</li> <li>In-charge of minor repairs of terminal of branch offices and the nearest outlets;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
21.	538	Driver Courier II	JG5 (SG6)	Nueva Ecija Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>Performs driving functions;</li> <li>Maintains the cleanliness and good condition of the vehicle;</li> <li>Provides clerical and messenger functions;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary School Graduate</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>
22.	579	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Zambales Branch Office (Branch A)	Northern and Central Luzon Department	<ul style="list-style-type: none"> <li>Receives, distributes, keep tract and file all memorandum, correspondence, board resolutions and other similar communications by the branch;</li> <li>Downloads all communications sent thru email and forwards to concerned personnel;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of personnel;</li> <li>• Prepares and file transmittal letter for outgoing document;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and update 201 Files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conduct physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the Management;</li> <li>• Records Management and Disposal;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
23.	592	Technical Assistant B	JG11 (SG20)	Office of the Department Manager	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Prepares reports needed/required by the management;</li> <li>• Consolidation of reports coming from different branch offices;</li> <li>• Prepares correspondence/ communications needed by the DM;</li> <li>• Provide accurate and timely information to the DM in ensuring compliance to policies and directiveness;</li> <li>• Conducts researches and studies for improvement of operations;</li> <li>• Performs other related functions as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 3 years relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
24.	593	Secretary II	JG7 (SG9)	Office of the Department Manager	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>Facilitates and arranges appointments and meetings to be attended by the DM, inside and outside the office premises;</li> <li>Receives incoming documents requiring action of the DM and endorse outgoing documents to concerned offices;</li> <li>In charge of the incoming – outgoing calls of the DM;</li> <li>Attends to the clients and visitors of the DM;</li> <li>Prepares minutes of meeting and simple communications;</li> <li>Performs other related functions as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
25.	597	Accountant IV	JG12 (SG22)	Office of the Department Manager	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>Consolidates monthly financial reports; <ul style="list-style-type: none"> <li>- Reports: <ul style="list-style-type: none"> <li>- Revenue Allocation</li> <li>- Sales Journal (lotto keno)</li> <li>- Fund Transfer</li> </ul> </li> </ul> </li> <li>Prepares financial reports needed / required by the management or other offices – Sales Journal (lotto and keno);</li> <li>In charge in the tax remittances and concerns;</li> <li>Examines and verifies (and/or Supervision of ) Disbursement Vouchers (Operating and Prize Fund, Itinerary of Travel)</li> <li>Operations and management audit team member;</li> <li>Review of payrolls (JO, STL/ Draw Allowances);</li> <li>Performs other related functions as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree in Commerce/ Business Administration major in Accounting</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
26.	602	Administrative Officer IV (Administrative Officer II)	JG10 (SG15)	Office of the Department Manager	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>Supervise the administrative concerns of personnel of the department;</li> <li>Maintains database of all personnel of the department and organized 201 file of each personnel;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 1 year of relevant experience</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Recommends trainings/seminars for the personnel of the department;</li> <li>• Handles the processing of salaries, benefits, time and attendance of personnel;</li> <li>• Coordinates and facilitates the processing of personnel movement – from hiring, promotion, re-assignment, designation, resignation, retirement;</li> <li>• Implements CSC and office policies pertaining to personnel discipline;</li> <li>• Ensures compliance of the department and the branch offices regarding ARTA;</li> <li>• Consolidates various personnel related reports;</li> <li>• Prepare Travel Orders;</li> <li>• Coordinates with the Human Resources Department regarding personnel concerns;</li> <li>• In charge of the career pathing / planning of personnel;</li> <li>• Handles the processing of requests for the personnel;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
27.	628	Cashier IV	JG12 (SG22)	Cavite Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;</li> <li>• Releases funds from revolving funds and cash advances facilitates and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares checks for signature for approved disbursement voucher;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR);</li> <li>• Maintains Warrant Register Record for check issued (OF, PF, and CF);</li> <li>• Stamps "PAID" all disbursement Voucher and forwards the same to the Accountant together with the copy of RCI and CDR;</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the Branch office;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
28.	639	Administrative Aide III	JG4 (SG3)	Cavite Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Receives, routes, files and/or transmits memoranda, letters and other correspondence;</li> <li>• Receives or places telephone calls and messages for the Department;</li> <li>• Responsible in photocopying/reproducing copies of reports done by the Office &amp; in the distribution of copies of reports to different offices;</li> <li>• Performs messengerial and inter-office follow-up works for the Office;</li> <li>• Helps in maintaining files of documents &amp; in preparing requisitions, vouchers and other administrative needs of the Office;</li> <li>• Provide office/clerical support to the Department</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School Graduate</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						(a memorandum order shall be issued for specifics of offices/clerical support to be given to the Admin Aide III); <ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
29.	647	Electronics & Communications Equipment Technician III	JG8 (SG11)	Batangas Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>Process Agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>Process blocking and unblocking of erring agents;</li> <li>Process renewal of surety bond and agency agreement;</li> <li>Release communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's/ Teller's ID;</li> <li>Process lotto and keno application;</li> <li>Maintain database for applicants and agents concern;</li> <li>Prepares and submits reports needed by the management;</li> <li>In-charge of minor repairs of terminal of branch offices and the nearest outlets;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
30.	655	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Occidental Mindoro Branch Office (Branch C)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>Supervises the day-to-day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
31.	669	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Quezon Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and file all memorandum, correspondence, board resolutions and other similar communications by the branch;</li> <li>• Downloads all communications sent thru email and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of personnel;</li> <li>• Prepares and file transmittal letter for outgoing document;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and update 201 Files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conduct physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the Management;</li> <li>• Records Management and Disposal;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
32.	675	Cash Clerk IV	JG7 (SG10)	Quezon Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority);</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets;</li> <li>• Conducts training with hands- on training to lotto agents and their operators;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
33.	682	Administrative Officer II (Administrative Officer I)	JG8 (SG11)	Marinduque Branch Office (Branch B)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of the personnel;</li> <li>• Prepares and file transmittal letter for outgoing documents;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and updates 201 files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
34.	684	Electronics & Communications Equipment Technician III	JG8 (SG11)	Marinduque Branch Office (Branch B)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management</li> </ul> <p>(Supply Officer functions);</p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
35.	692	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Rizal Branch (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and file all memorandum, correspondence, board resolutions and other similar communications by the branch;</li> <li>• Downloads all communications sent thru email and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of personnel;</li> <li>• Prepares and file transmittal letter for outgoing document;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and update 201 Files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conduct physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the Management;</li> <li>• Records Management and Disposal;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
36.	720	Accountant IV	JG12 (SG22)	Palawan Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Certifies as to correctness of entries in the DV and signs in box A;</li> <li>• Prepares Budget Utilization Slip (BUS) for expenses- Prepares Journal Entries;</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF- Checks</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Commerce/ Business Administration major in Accounting</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>and certifies correct to statement of account issued to agents for lost cancelled tickets and penalty for late remittances;</p> <ul style="list-style-type: none"> <li>• Monitors all cash advances issued to personnel and ensure its liquidationMonitors remittances of Agents (lotto, express lotto, STL Corp. and the likes);</li> <li>• Monitors payment to creditors (OF and CF);</li> <li>• Prepares alpha list of employees, agents and various creditors;</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel;</li> <li>• Verifies the validity and authenticity of winning tickets;</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM);</li> <li>• Prepares Bank Reconciliation and Accounts Receivable Aging;</li> <li>• Prepares other financial reports needed by the management;</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
37.	740	Electronics & Communications Equipment Technician III	JG8 (SG11)	Camarines Sur Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process and issue the Operator's /Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
38.	741	Bookkeeper III	JG7 (SG10)	Camarines Sur Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger;</li> <li>• Handles Accounts Receivables;</li> <li>• Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance;</li> <li>• Prepares Disbursement Voucher;</li> <li>• Prepares and issues certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Prepares and submits financial reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
39.	742	Cash Clerk IV	JG7 (SG10)	Camarines Sur Branch Office (Branch A)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority);</li> <li>• Remits daily sales to the Cashier including paid/cancelled winning tickets;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts training with hands- on training to lotto agents and their operators;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
40.	779	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Masbate Branch (Branch C)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
41.	784	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Catanduanes Branch Office (Branch C)	Southern Tagalog & Bicol Region Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
42	798	Accountant IV	JG12 (SG22)	Accounts Management Division	Visayas Department	<ul style="list-style-type: none"> <li>Consolidates monthly financial reports; <ul style="list-style-type: none"> <li>- Reports</li> <li>- Rev Allocation</li> <li>- Sales Journal (lotto, keno)</li> <li>- Fund Transfer</li> </ul> </li> <li>Prepares financial reports needed/ required by the management or other offices – Sales Journal (lotto and keno)</li> <li>In charge in the tax remittances and concerns</li> <li>Examines and verifies (and/or Supervision of) Disbursement Vouchers (Operating and Prize Fund, Itinerary of Travel)</li> <li>Operations and management audit team member</li> <li>Review of Payrolls (JO, STL/Draw Allowances)</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree in Commerce/ Business Administration major in Accounting</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
43.	830	Electronics & Communications Equipment Technician III	JG8 (SG11)	Aklan Branch Office (Branch B)	Visayas Department	<ul style="list-style-type: none"> <li>Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>Releases communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's /Teller's ID</li> <li>Process lotto and keno applications;</li> <li>Maintain database for applicants and agents concerns;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
44.	838	Electronics & Communications Equipment Technician III	JG8 (SG11)	Antique Branch Office (Branch B)	Visayas Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
45.	850	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Guimaras Branch Office (Branch C)	Visayas Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
46.	870	Branch Manager	JG12 (SG25)	Bohol Branch Office (Branch A)	Visayas Department	<ul style="list-style-type: none"> <li>Supervises, directs and monitors the daily activities of the Branch such as Sales, Collection and Remittances, Disbursements (Charity, Operating, Prize), Purchases, Personnel and Agents concerns;</li> <li>Ensure adherence to the existing policies, systems, and procedures in the branch operations including compliance to COA AOMs;</li> <li>Prepares/ issues letters, memoranda, and office orders relative to the operations of the branch;</li> <li>Certifies and signs in the disbursement vouchers;</li> <li>Signatory of the Guarantee Letter issued by the Branch Office;</li> <li>Reviews and examines all reports of the branch offices;</li> <li>Establishes linkages with multi-sectoral groups and LGUs, etc.;</li> <li>Promotes sweepstakes and lotto and all PCSO products of the branch;</li> <li>Prepares and submits budget, plans and programs of the branch;</li> <li>Recommends and endorses to the AGM through the DM concerns and matters relative to branch operations;</li> <li>Ensures timely submission of all branch reports needed by the management;</li> <li>Represents the management in various meetings, dialogues, invitations, social and cultural invitations;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree</li> <li><b>Experience:</b> 5 years of experience involving management and supervision</li> <li><b>Training:</b> 120 hours of managerial training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
47.	879	Cash Clerk IV	JG7 (SG10)	Bohol Branch Office (Branch A)	Visayas Department	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winnings (based on the approved authority);</li> <li>Remits daily sales to the Cashier including paid/cancelled winning tickets;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts training with hands- on training to lotto agents and their operators;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
48.	889	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Cebu Branch Office (Branch A)	Visayas Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and file all memorandum, correspondence, board resolutions and other similar communications by the branch;</li> <li>• Downloads all communications sent thru email and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of personnel;</li> <li>• Prepares and file transmittal letter for outgoing document;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and update 201 Files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conduct physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the Management;</li> <li>• Records Management and Disposal; Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
49.	939	Electronics & Communications Equipment Technician III	JG8 (SG11)	Biliran Branch Office (Branch B)	Visayas Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> </ul> <p>Performs other related duties as may be deemed necessary.</p>	<p>relevant vocational/trade course</p> <ul style="list-style-type: none"> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
50.	955	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Western Samar Branch Office (Branch A)	Visayas Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and file all memorandum, correspondence, board resolutions and other similar communications by the branch;</li> <li>• Downloads all communications sent thru email and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of personnel;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and file transmittal letter for outgoing document;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and update 201 Files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conduct physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the Management;</li> <li>• Records Management and Disposal; Performs other related duties as may be deemed necessary.</li> </ul>	
51.	958	Electronics & Communications Equipment Technician III	JG8 (SG11)	Western Samar Branch Office (Branch A)	Visayas Department	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
52.	968	Administrative Officer II (Administrative Officer I)	JG8 (SG11)	Northern Samar Branch Office (Branch B)	Visayas Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of the personnel;</li> <li>• Prepares and file transmittal letter for outgoing documents;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and updates 201 files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expendable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Records Management and Disposal;</li> </ul> <p>(ABM functions)</p> <ul style="list-style-type: none"> <li>• In charge of the operations in the absence of the FMO;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
53.	970	Electronics & Communications Equipment Technician III	JG8 (SG11)	Northern Samar Branch Office (Branch B)	Visayas Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
54.	974	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Eastern Samar Branch Office (Branch C)	Visayas Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
55.	1016	Cashier III	JG11 (SG18)	Zamboanga Del Norte Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Office tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy to the accountant;</li> <li>• Prepares checks for signature for approved disbursement vouchers;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR);</li> <li>• Maintains Warrant Register Record for check issued (OF, PF and CF);</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Stamps "PAID" on all disbursement Vouchers and forwards the same to the Accountant together with the copy of RCI and CDR;</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes tickets consigned to the branch office;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
56.	1017	Administrative Officer II (Administrative Officer I)	JG8 (SG11)	Zamboanga Del Norte Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Downloads all communications sent thru e-mail and forwards to concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of the personnel;</li> <li>• Prepares and file transmittal letter for outgoing documents;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and updates 201 files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul> (Bookkeeper functions) <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger;</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
57.	1027	Electronics & Communications Equipment Technician III	JG8 (SG11)	Zamboanga Sibugay Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management</li> </ul> (Supply Officer functions); <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Inventory and Inspection Report of Unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
58.	1030	Administrative Aide III	JG4 (SG3)	Zamboanga Sibugay Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Provides office/clerical support to the Office of the AGM Bos;</li> <li>• In charge of receiving all related documents concerning the office;</li> <li>• Routes necessary papers and documents to concerned departments;</li> <li>• Reproduces / photocopies papers and official documents;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School Graduate</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> </ul>
59.	1031	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Basilan Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
60.	1032	Cashier II	JG9 (SG14)	Basilan Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Officers tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;</li> <li>• Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>• Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy of the accountant;</li> <li>• Prepares checks for signature for approved disbursement voucher;</li> <li>• Prepares Reports of Check issued (RCI) and Check Disbursement Records (CDR);</li> <li>• Maintains Warrant Register Record for check issued (OF, PF, and CF);</li> <li>• Stamps "PAID" all disbursement vouchers and forwards the same to the Accountant together with the copy of RCI and CDR;</li> <li>• Safe keeps the checks and accountable forms and prepares monthly inventory reports;</li> <li>• Safe keeps and monitors the transactions of the Sweepstakes;</li> <li>• Facilitate transfer of funds to head office and to current accounts upon confirmation by the branch manager or any authorized branch personnel;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
61.	1033	Social Welfare Officer I	JG8 (SG11)	Basilan Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates records and recommends for approval the request for assistance under IMAP;</li> <li>• Forwards to Branch Manager cases recommended for 50K and below approval;</li> <li>• Endorsed to FAD Manager either thru fax or email cases recommended for above 50K and cases in excess of Branch Allotment, facilitate transmittals of document</li> <li>• Prepares disbursement voucher for the cases approved by Charity Assistance Department (CAD) and certifies correct, transmits the DV to CAD;</li> <li>• Monitors assistance and payments for endorsed cases to CAD, maintain databases;</li> <li>• Prepares and submits report needed by the management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
62.	1035	Driver Courier II	JG5 (SG6)	Basilan Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle;</li> <li>• Provides clerical and messenger functions;</li> </ul> <p>(Clerk IV functions)</p> <ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games;</li> <li>• Receives, checks and verifies PWAR of lotto agents;</li> <li>• Records cancelled tickets reports of each agent;</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets;</li> <li>• Prepares and submits report required by the Management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School Graduate</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
63.	1036	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Sulu Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Supervises the day-to-day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of</li> <li>Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
64.	1037	Cashier II	JG9 (SG14)	Sulu Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>Collects sales remittances and other payments from Branch Officers tellers, agents and other clients and issues corresponding official receipts and deposits the same daily to the authorized depository banks;</li> <li>Releases funds from revolving funds and cash advances, facilitates replenishments and liquidations, and prepares monthly reconciliation reports;</li> <li>Records the daily transactions to the Report of Collection and Deposits (RCD) and Cash Receipts and Deposits (CRD), forwards copy of the accountant;</li> <li>Prepares checks for signature for approved disbursement voucher;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and updates 201 files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conducts physical inventory of supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
65.	1038	Social Welfare Officer I	JG8 (SG11)	Sulu Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates records and recommends for approval the request for assistance under IMAP;</li> <li>• Forwards to Branch Manager cases recommended for 50K and below approval;</li> <li>• Endorsed to FAD Manager either thru fax or email cases recommended for above 50K and cases in excess of Branch Allotment, facilitate transmittals of document</li> <li>• Prepares disbursement voucher for the cases approved by Charity Assistance Department (CAD) and certifies correct, transmits the DV to CAD;</li> <li>• Monitors assistance and payments for endorsed cases to CAD, maintain databases;</li> <li>• Prepares and submits report needed by the management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
66.	1040	Driver Courier II	JG5 (SG6)	Sulu Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Performs driving functions</li> <li>• Maintains the cleanliness and good condition of the vehicle;</li> <li>• Provides clerical and messenger functions;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Elementary School Graduate</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						(Clerk IV functions) <ul style="list-style-type: none"> <li>• Process and facilitate prize claim for PCSO games;</li> <li>• Receives, checks and verifies PWAR of lotto agents;</li> <li>• Records cancelled tickets reports of each agent;</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets;</li> <li>• Prepares and submits report required by the Management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>
67.	1041	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Tawi-Tawi Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
68.	1042	Cashier II	JG9 (SG14)	Tawi-Tawi Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Responsible for all the cash, cash items and cash in banks of the Branch Office;</li> <li>• Collects sales remittances and other payments from Branch Officers tellers, agents and other clients and issues corresponding official receipts</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> </ul>

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



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Downloads all communications sent thru email and forwards to concerned personnel;</li> <li>• Maintains record/log book of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slip of the personnel;</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports;</li> <li>• Prepares payroll for salaries and allowances and maintain database for loan deduction and payments;</li> <li>• Maintains and updates 201 files;</li> <li>• Facilitates processing of fidelity bond renewal of bonded employees;</li> <li>• Maintain records and conducts physical inventory of supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
69.	1043	Social Welfare Officer I	JG8 (SG11)	Tawi-Tawi Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Receives, Assess, evaluates records and recommends for approval the request for assistance under IMAP;</li> <li>• Forwards to Branch Manager cases recommended for 50K and below approval;</li> <li>• Endorsed to FAD Manager either thru fax or email cases recommended for above 50K and cases in excess of Branch Allotment, facilitate transmittals of document</li> <li>• Prepares disbursement voucher for the cases approved by Charity Assistance Department</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						(CAD) and certifies correct, transmits the DV to CAD; <ul style="list-style-type: none"> <li>Monitors assistance and payments for endorsed cases to CAD, maintain databases;</li> <li>Prepares and submits report needed by the management;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
70.	1044	Cash Clerk IV	JG7 (SG10)	Tawi-Tawi Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Sells on-line game tickets, verifies winning tickets and pays winning up to ₱5, 0000.00;</li> <li>Remit daily sales to the Cashier including paid / cancelled winning tickets;</li> <li>Conducts training with hands-on training to lotto agents and their operators;</li> </ul> <p style="text-align: center;">(Bookkeeper Functions)</p> <ul style="list-style-type: none"> <li>Records all sales and remittance of agents in the Subsidy Ledger;</li> <li>Prepares statement of account for lost/ cancelled tickets and penalty for late remittances;</li> <li>Recommends terminal block-off for late/non remittances;</li> <li>Prepares Disbursement Voucher;</li> <li>Record payment for the Creditors;</li> <li>Maintain Subsidiary ledger for all the accounts;</li> <li>Prepares and submit financial reports needed by the management;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
71.	1045	Driver Courier II	JG5 (SG6)	Tawi-Tawi Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Performs driving functions</li> <li>Maintains the cleanliness and good condition of the vehicle;</li> <li>Provides clerical and messenger functions;</li> </ul> <p style="text-align: center;">(Clerk IV functions)</p> <ul style="list-style-type: none"> <li>Process and facilitate prize claim for PCSO games;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Elementary School Graduate</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Receives, checks and verifies PWAR of lotto agents;</li> <li>• Records cancelled tickets reports of each agent;</li> <li>• Prepares statement of account or payment order form for lost/cancelled tickets;</li> <li>• Prepares and submits report required by the Management;</li> </ul> Performs other related duties as may be deemed necessary.	
72.	1048	Accountant IV	JG12 (SG22)	Bukidnon Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Certifies as to correctness of entries in the DV and signs in box A;</li> <li>• Prepares Budget Utilization Slip (BUS) for expenses- Prepares Journal Entries;</li> <li>• Records all transactions to the book of accounts – Collection and Deposit Journal, Check Disbursements Journals – OF, PF, CF- Checks and certifies correct to statement of account issued to agents for lost cancelled tickets and penalty for late remittances;</li> <li>• Monitors all cash advances issued to personnel and ensure its liquidationMonitors remittances of Agents (lotto, express lotto, STL Corp. and the likes);</li> <li>• Monitors payment to creditors (OF and CF);</li> <li>• Prepares alpha list of employees, agents and various creditors;</li> <li>• Prepares monthly remittance to various agencies/PCSO and the likes of the branch office personnel;</li> <li>• Verifies the validity and authenticity of winning tickets;</li> <li>• Prepares the Financial Statement (Income Statement, Balance Sheet, Cash Flow with supporting schedules to be submitted to the ODM);</li> <li>• Prepares Bank Reconciliation and Accounts Receivable Aging;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Commerce/ Business Administration major in Accounting</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares other financial reports needed by the management;</li> <li>• Forwards to COA all paid Disbursements Vouchers and Prize Claim Forms;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
73.	1050	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Bukidnon Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Download all communications sent thru e-mail and forwards to the concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slips of personnel;</li> <li>• Prepares and files transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports allowances and maintain database for loan deduction and payments;</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Records Management and Disposal;</li> <li>• Performed other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
74.	1053	Electronics & Communications Equipment Technician III	JG8 (SG11)	Bukidnon Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process Agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Release communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's/ Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• In-charge of minor repairs of terminal of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	relevant vocational/trade course <ul style="list-style-type: none"> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
75.	1078	Administrative Officer II (Administrative Officer I)	JG8 (SG11)	Lanao Del Norte Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>• Download all communications sent thru e-mail and forwards to the concerned personnel;</li> <li>• Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>• Files all approved pass out slips of personnel;</li> <li>• Prepares and files transmittal letter for outgoing documents</li> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports allowances and maintain database for loan deduction and payments;</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expandable and PPE;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's Degree</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Records the sales and remittance of agents in the Subsidiary Ledger;</li> <li>Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances;</li> <li>Recommends terminal block-off for late / non remittance.</li> </ul>	
76.	1088	Electronics & Communications Equipment Technician III	JG8 (SG11)	Misamis Occidental Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>Releases communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's /Teller's ID</li> <li>Process lotto and keno applications;</li> <li>Maintain database for applicants and agents concerns;</li> <li>Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>Prepares and submits reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
77.	1092	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Camiguin Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Supervises the day-to-day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of</li> <li>Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
78.	1097	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Lanao Del Sur Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Supervises the day-to-day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of</li> <li>Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
79.	1125	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Davao De Oro Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
80.	1141	Supply Officer II	JG9 (SG14)	South Cotabato Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Computes and issues lotto/keno supplies and other paraphernalia to the agents, Records all issuances of supplies to its individual stock card and prepares monthly report;</li> <li>• Coordinates with the ODM the schedule of hauling lotto supplies;</li> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitate procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicle, leasehold improvement and the likes;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Inventory and Inspection Report of Unserviceable properly (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
81.	1142	Electronics & Communications Equipment Technician III	JG8 (SG11)	South Cotabato Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process agents concern such as, request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• In-charge of communications with service providers for whatever incidents/problems regarding actual sales operations;</li> <li>• In-charge of minor repairs of terminals of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
82.	1154	Electronics & Communications Equipment Technician III	JG8 (SG11)	North Cotabato Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Releases communication, circular and the likes to the agents;</li> <li>Process and issue the Operator's /Teller's ID</li> <li>Process lotto and keno applications;</li> <li>Maintain database for applicants and agents concerns;</li> <li>Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>Prepares and submits reports needed by the management; and</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
83.	1160	Administrative Officer II (Administrative Officer I)	JG8 (SG11)	Maguindanao Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>Downloads all communications sent thru e-mail and forwards to concerned personnel;</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>Files all approved pass out slip of the personnel;</li> <li>Prepares and file transmittal letter for outgoing documents;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's Degree</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

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

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Conducts inspection to all procurements, pre/post inspection for repair and maintenance, including EMAP medicines and modalities;</li> <li>• Inspects, evaluates and recommends outlets' application;</li> <li>• Conducts ocular inspection of the outlets of existing agents to ensure cleanliness and compliance with design/color scheme;</li> <li>• Prepares letters, reports, memoranda and office orders relative to the operations of the Branch Office;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul> (Bookkeeper functions) <ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger;</li> <li>• Prepares Statement of Account for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
84.	1162	Electronics & Communications Equipment Technician III	JG8 (SG11)	Maguindanao Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of office equipment and office vehicles, leasehold Improvement and the likes;</li> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
85.	1166	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Sarangani Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>• Supervises the day-to-day operations of the branch office;</li> <li>• In-charge in all administrative functions and concerns of the Branch Office;</li> <li>• In-charge in the safekeeping of all documents of the Branch Office;</li> <li>• Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>• Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>• Prepares reports and letters relative to the operations of</li> <li>• Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>• Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>• Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
86.	1171	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Sultan Kudarat Branch Office (Branch C)	Mindanao Department	<ul style="list-style-type: none"> <li>Supervises the day-to-day operations of the branch office;</li> <li>In-charge in all administrative functions and concerns of the Branch Office;</li> <li>In-charge in the safekeeping of all documents of the Branch Office;</li> <li>Prepares letters and correspondences of the Branch Office; Acts as human resource officer of the Branch Office;</li> <li>Ensures the safekeeping of tickets and prepares inventory and liquidation reports;</li> <li>Prepares reports and letters relative to the operations of</li> <li>Agency's game products, payrolls, remittances and disbursement vouchers;</li> <li>Posts all disbursement transactions to index cards for monitoring purposes;</li> <li>Posts all receipts and issuances of office and janitorial supplies to supplies ledger cards;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
87.	1180	Administrative Officer V (Administrative Officer III)	JG11 (SG18)	Agusan Del Norte Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>Receives, distributes, keep tract and files all memorandum, correspondence, board resolutions and other similar communications received by the branch;</li> <li>Download all communications sent thru e-mail and forwards to the concerned personnel;</li> <li>Maintains record/log book for office vehicle usage, file copy of trip ticket and safe keeps its key;</li> <li>Files all approved pass out slips of personnel;</li> <li>Prepares and files transmittal letter for outgoing documents</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares monthly attendance report, file DTR and approved leave of branch personnel, monitor leave credits;</li> <li>• Prepares monthly EMAP reports allowances and maintain database for loan deduction and payments;</li> <li>• Maintain records and conducts physical inventory of office supplies, semi expandable and PPE;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• Records Management and Disposal;</li> <li>• Performed other related duties as may be deemed necessary.</li> </ul>	
88.	1183	Electronics & Communications Equipment Technician III	JG8 (SG11)	Agusan Del Norte Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process Agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concern and issue;</li> <li>• Process blocking and unblocking of erring agents;</li> <li>• Process renewal of surety bond and agency agreement;</li> <li>• Release communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's/ Teller's ID;</li> <li>• Process lotto and keno application;</li> <li>• Maintain database for applicants and agents concern;</li> <li>• Prepares and submits reports needed by the management;</li> <li>• In-charge of minor repairs of terminal of branch offices and the nearest outlets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>
89.	1184	Bookkeeper III	JG7 (SG10)	Agusan Del Norte Branch Office (Branch A)	Mindanao Department	<ul style="list-style-type: none"> <li>• Records the sales and remittance of agents in the Subsidiary Ledger;</li> <li>• Handles Accounts Receivables;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares Statement of Accounts for lost/cancelled tickets and penalty for late remittances;</li> <li>• Recommends terminal block-off for late/non remittance;</li> <li>• Prepares Disbursement Voucher;</li> <li>• Prepares and issues certificates of tax withheld;</li> <li>• Prepares alpha-list of employees and various creditors;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Prepares and submits financial reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
90.	1195	Electronics & Communications Equipment Technician III	JG8 (SG11)	Surigao Del Norte Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Process agents concern such as request for additional terminal, transfer of site, transfer of ownership, training of operators and other related concerns and issues;</li> <li>• Process blocking and unblocking of erring agents Process renewal of surety bond and agency agreement;</li> <li>• Releases communication, circular and the likes to the agents;</li> <li>• Process and issue the Operator's /Teller's ID</li> <li>• Process lotto and keno applications;</li> <li>• Maintain database for applicants and agents concerns;</li> <li>• Prepares and submits reports needed by the management;</li> </ul> <p><b>(Supply Officer functions)</b></p> <ul style="list-style-type: none"> <li>• Issues janitorial and office supplies to office personnel, records the issuance to individual stock card and prepares monthly report;</li> <li>• Facilitates procurement for office and janitorial supplies, PPE, repairs and maintenance of</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> Electronic Equipment Technician (MC 10, s. 2013-Cat. II)</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						office equipment and office vehicles, leasehold Improvement and the likes; <ul style="list-style-type: none"> <li>• Prepares Inventory and Inspection Report of unserviceable property (IIRUP) for items identified for condemnation;</li> <li>• Prepares and submits reports needed by the management; and</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
91.	1196	Cash Clerk IV	JG7 (SG10)	Surigao Del Norte Branch Office (Branch B)	Mindanao Department	<ul style="list-style-type: none"> <li>• Sells on-line game tickets, verifies winning tickets and pays winning up to ₱5, 0000.00;</li> <li>• Remit daily sales to the Cashier including paid / cancelled winning tickets;</li> <li>• Conducts training with hands-on training to lotto agents and their operators;</li> </ul> <p style="text-align: center;">(Bookkeeper Functions)</p> <ul style="list-style-type: none"> <li>• Prepares Disbursement Voucher;</li> <li>• Record payment for the Creditors;</li> <li>• Maintain Subsidiary ledger for all the accounts;</li> <li>• Performs other related duties as may be necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
92.	1216	Technical Assistant A	JG12 (SG22)	Office of the Assistant General Manager	Charity Sector	<ul style="list-style-type: none"> <li>• Coordinates with various hospitals, non-government organizations (NGOs) and other concerned government institutions to ensure the efficient implementation of charity projects and activities of the Agency;</li> <li>• Reviews all financial reports and documents before they are submitted to the AGM for signature;</li> <li>• Assists the AGM in monitoring the propriety of distribution of funds to various charity projects and activities of the Office;</li> <li>• Reviews and monitors amounts granted against processed vouchers regarding charity assistance given, for check and balance;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Under supervision, ensures prompt settlement of accounts to hospitals, health organizations and suppliers for efficient delivery of charity services;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
93.	1221	Department Manager III	JG14 (SG26)	Office of the Department Manager	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Directs, coordinates, and supervises all the daily operations of the department;</li> <li>• Recommends programs, policies and guidelines for more effective and efficient operations of the Department through the AGM, for approval of the GM and the Board;</li> <li>• Conducts research and monitoring and recommends policies, guidelines and procedures relative to the Individual/Institutional Charity Programs of the Agency;</li> <li>• Provides technical assistance and supervision to branches/sub-branches in the implementation of medical assistance program, EFP and Institutional Charities;</li> <li>• Directs the preparation and timely submission of such reports as are necessary to carry out the functions of the department;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> 5 years of supervisory/management experience</li> <li>• <b>Training:</b> 120 hours of supervisory/management learning and development intervention</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
94.	1225	Public Services Officer III	JG11 (SG18)	Office of the Department Manager	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Assesses, reviews and recommends requests for medical/financial assistances;</li> <li>• Advises indigents in the fulfillment of documentary requirements;</li> <li>• Prepares daily transmittals of documents received requesting medical/financial assistance;</li> <li>• Handles telephone inquiries seeking advices on assistance requests and answers to all inquiries of the public;</li> <li>• Provides proper information on status of follow-up inquiries;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Reports the status of requests for medical/financial assistance to supervisors, as required;</li> <li>• Coordinates with the Agency's Central HR department on issues concerning personnel actions;</li> <li>• Responsible for the requisition/procurement of supplies and equipment for the Department;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
95.	1228	Communications Equipment Operator V	JG9 (SG13)	Office of the Department Manager	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Receives queries from patients/clienteles pertaining to charity assistance programs and projects of the Agency;</li> <li>• Performs computer functions: Data Entry and Data Inquiry in providing assistances;</li> <li>• Assists in the monitoring and recording the assistance given and prepares reports thereof;</li> <li>• Follows-up and updates all reported pending assistance and coordinates with concerned groups/units/departments for the expeditious solution of problems;</li> <li>• Conducts required database entry and changes and coordinates with concerned groups/personnel for proper information dissemination;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours relevant training</li> <li>• <b>Eligibility:</b> Communications Equipment Operator (MC 10, s. 2013-Cat. II)</li> </ul>
96.	1239	Project Evaluation Officer II	JG10 (SG15)	Special Projects Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Undertakes all necessary tasks and functions relative to programs and <b><u>projects implementation and management</u></b> as may be directed him/her by the Division Chief, pursuant to guidelines and procedures established for programs and projects being implemented and managed by the Division;</li> <li>• Undertakes all the necessary tasks and functions relative to programs and project implementation and management, as may be</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>directed by the Chief of Division, pursuant to guidelines and procedures established for programs and projects being implemented and managed by the Division;</p> <ul style="list-style-type: none"> <li>• Drafts preliminary reports on the status of the implementation of programs and projects managed by the Division;</li> <li>• Undertakes field monitoring activities of programs and projects solely being undertaken and implemented by the Agency, or jointly with various government and non-governmental agencies/institutions, pursuant to established guidelines and procedures;</li> <li>• Undertakes field monitoring activities to determine the actual utilization of funds granted by the agency to fund programs and projects of various beneficiary-institutions and/or other similar fund augmentation program/s that the Agency may decide to implement, as may be required by the Chief of Division;</li> <li>• Performs preliminary processing of information and data gathered during the above-described monitoring activities;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
97.	1240	Project Evaluation Officer II	JG10 (SG15)	Special Projects Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Undertakes all necessary tasks and functions relative to programs and <b><u>projects implementation and management</u></b> as may be directed him/her by the Division Chief, pursuant to guidelines and procedures established for programs and projects being implemented and managed by the Division;</li> <li>• Undertakes all the necessary tasks and functions relative to programs and project implementation and management, as may be directed by the Chief of Division, pursuant to guidelines and procedures established for programs and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>projects being implemented and managed by the Division;</p> <ul style="list-style-type: none"> <li>• Drafts preliminary reports on the status of the implementation of programs and projects managed by the Division;</li> <li>• Undertakes field monitoring activities of programs and projects solely being undertaken and implemented by the Agency, or jointly with various government and non-governmental agencies/institutions, pursuant to established guidelines and procedures;</li> <li>• Undertakes field monitoring activities to determine the actual utilization of funds granted by the agency to fund programs and projects of various beneficiary-institutions and/or other similar fund augmentation program/s that the Agency may decide to implement, as may be required by the Chief of Division;</li> <li>• Performs preliminary processing of information and data gathered during the above-described monitoring activities;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
98.	1245	Financial Analyst IV	JG12 (SG22)	Institutional Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Assists the Division Chief in the formulation, development and implementation of program guidelines;</li> <li>• Reviews all documents for authentication and certification of correctness by the Division Chief;</li> <li>• Develops and formulates monitoring and accreditation guidelines/ instruments;</li> <li>• Monitors the implementation of institutional assistance coming from branch offices;</li> <li>• Assigns cases to subordinate social workers/staff;</li> <li>• Monitors the attendance and performances of subordinate social workers/staff;</li> <li>• Assists in the preparation of Annual Plans/Reports and other reports of the Division;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
99.	1249	Financial Analyst II	JG10 (SG15)	Institutional Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Evaluates reports submitted by partner agencies;</li> <li>• Prepares reply/acknowledgement letters on all communications/reports received by the Division;</li> <li>• Assists in the conduct of impact study of the Institutional Charity Assistance Program;</li> <li>• Maintains a data bank on all approved institutional assistance requests as well as their updates;</li> <li>• Assists in the preparation of reports of the Division;</li> <li>• Provides technical assistance to staff/superiors;</li> <li>• Reviews and evaluates financial reports submitted by institutional assistance beneficiaries;</li> <li>• Prepares monitoring reports;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
100.	1252	Social Welfare Officer IV	JG12 (SG22)	Institutional Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Assists the Division Chief in the formulation, development and implementation of program guidelines;</li> <li>• Assigns cases to subordinate social workers/staff;</li> <li>• Provides technical assistance to subordinate social workers/staff/superiors.</li> <li>• Monitors the attendance and performance of subordinate social workers/staff;</li> <li>• Assists in the preparation of Annual Reports and other reports of the Division.</li> <li>• Assists in the development and formulation of assessment and accreditation instruments;</li> <li>• Supervises and monitors the implementation of the Institutional Assistance Programs and accreditation guidelines of partner agencies;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Reviews, evaluates and recommends appropriate action on Institutional Assistance requests;</li> <li>Conducts on-site assessments of prospective Institutional Assistance beneficiaries;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
101.	1255	Social Welfare Officer III	JG11 (SG18)	Institutional Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Develops and formulates assessment and accreditation instruments;</li> <li>Implements the institutional charity assistance program guidelines;</li> <li>Reviews, evaluates and recommends appropriate actions on endowment fund requests and accreditation of Partner Agencies;</li> <li>Conducts on-site assessments of prospective Partner Agencies;</li> <li>Provides technical assistance to staff/superiors;</li> <li>Evaluates reports submitted by the partner agencies;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree in Social Work</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
102.	1260	Division Chief III	JG12 (SG24)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Assists and advises the Department Manager on matters concerning individual assistance programs/projects of the Agency;</li> <li>Assists and advises the Department Manager in the execution of duties that the Board of Directors may require regarding individual assistance programs/projects;</li> <li>Keeps the Department Manager well-informed of requests received assessed and recommended for approval;</li> <li>Formulates/Develops program guidelines for the Division;</li> <li>Supervises the implementation of the individual assistance programs/projects of PCSO;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li><b>Experience:</b> 4 years of supervisory/management experience</li> <li><b>Training:</b> 40 hours of supervisory/management learning and development intervention</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Reviews and recommends assistance requests for consideration of the General Manager/ Chairman/Members of the Board of Directors;</li> <li>Studies and recommends ways and means to have a more effective and systematic way of processing requests;</li> <li>Conducts staff development activities to maintains the harmonious relationships between and among employees in the division and other employees in the department at all times and for the upliftment of their morale;</li> <li>Directs and supervises the preparation of Annual Plan of Activities/Targets and required reports of the Division;</li> <li>Strengthens coordination with partner Hospitals/Health-related facilities involved in the implementation of the Agency's individual assistance programs/projects;</li> <li>Supervises the day to day operation of the Division;</li> <li>Attends to statement billings of partner hospitals and health-related facilities relative to the issuance of Guarantee Letters;</li> <li>Monitors Guarantee Letters issued to hospitals and other health-related facilities;</li> <li>Prepares work plans of the Division;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
103.	1262	Financial Analyst III	JG11 (SG18)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Assists in the reconciliation of accounts and preparation of status of accounts with various hospitals and health-related institutions;</li> <li>Monitors different accounts with other divisions and other departments within the PCSO;</li> <li>Coordinates with hospitals and health-related institutions regarding the submission of SOA and all necessary documents and requirements;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains data-bank of approved and processed individual charity assistance requests;</li> <li>• Assists in the preparation of reports;</li> <li>• Maintains data bank of approved and processed vouchers for payments to be transmitted to Budget &amp; Accounting Department;</li> <li>• Updates data of reconciled accounts with partner hospitals and other health-related facilities;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
104.	1270	Social Welfare Officer IV	JG12 (SG22)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Assists the Division Chief in the formulation, development and implementation of program guidelines;</li> <li>• Assigns cases to subordinate social workers/staff;</li> <li>• Provides technical assistance to staff/superiors;</li> <li>• Monitors the attendance and performance of subordinate social workers/staff.</li> <li>• Assists in the review of requests recommended for approval;</li> <li>• Assists in the preparation of Annual Reports and other reports of the Division;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
105.	1273	Social Welfare Officer III	JG11 (SG18)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Reviews cases of recommended requests for endorsement to the Division Chief for appropriate action;</li> <li>• Strengthens networking with partner hospitals and other health-related agencies;</li> <li>• Prepares work plan of the Division;</li> <li>• Evaluates work performance of staff;</li> <li>• Supervises subordinate social workers/staff;</li> <li>• Maintains close coordination with other sections of the division;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Provides technical assistance to staff/superiors;</li> <li>Supervises and coordinates the updating the data bank of requests for monitoring and easy access for follow-ups;</li> <li>Assists in the preparation of Annual Reports and other reports of the Division;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
106.	1274	Social Welfare Officer III	JG11 (SG18)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Reviews cases of recommended requests for endorsement to the Division Chief for appropriate action;</li> <li>Strengthens networking with partner hospitals and other health-related agencies;</li> <li>Prepares work plan of the Division;</li> <li>Evaluates work performance of staff;</li> <li>Supervises subordinate social workers/staff;</li> <li>Maintains close coordination with other sections of the division;</li> <li>Provides technical assistance to staff/superiors;</li> <li>Supervises and coordinates the updating the data bank of requests for monitoring and easy access for follow-ups;</li> <li>Assists in the preparation of Annual Reports and other reports of the Division;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
107.	1275	Social Welfare Officer II	JG10 (SG15)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Implements guidelines on individual charity assistance;</li> <li>Conducts interviews, assessments and evaluations of clients seeking assistance;</li> <li>Determines Client's eligibility for assistance;</li> <li>Prepares Social Case Study Reports of clients;</li> <li>Prepares recommendations for the approval of the General Manager/Chairman/Board of Directors;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Reviews all requests and authenticates all attachments;</li> <li>Coordinates and establishes linkages with the hospitals, agencies and other institutions;</li> <li>Conducts Hospital/Home visits to clients.</li> <li>Submits monthly inventory and other reports superiors;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
108.	1285	Social Welfare Officer I	JG8 (SG11)	Individual Charity Assistance Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Implements the IMAP guidelines;</li> <li>Conducts interviews, photo taking, assessment and evaluation of clients seeking PCSO's assistance;</li> <li>Determines Client's eligibility for assistance;</li> <li>Prepares Social Case Study Reports of clients;</li> <li>Prepares recommendations for the approval of the General Manager/Chairman/Board of Directors;</li> <li>Coordinates and establishes linkages with the hospitals and other health-related agencies and institutions;</li> <li>Conducts hospital/home visits to clients if necessary;</li> <li>Records and files cases;</li> <li>Submits monthly inventory reports and other reports to superiors;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
109.	1292	Division Chief III	JG12 (SG24)	Branch Monitoring Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Advises the Department Manager on matters related to the monitoring concern of the Individual Medical Assistance Program in the Branch and Satellite Offices;</li> <li>Keeps the Department Manager well-informed of the status/findings of partner agencies monitored;</li> <li>Controls and directs the monitoring of the status of implementation of IMAP of various</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> 4 years of supervisory/management experience</li> <li>• <b>Training:</b> 40 hours of supervisory/management</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>Hospitals/Health-related facilities in the Branch and Satellite Offices;</p> <ul style="list-style-type: none"> <li>• Directs and supervises the reconciliation and status preparation of various hospitals and other health-related institutions in provincial areas;</li> <li>• Formulates and develops monitoring guidelines and instruments;</li> <li>• Provides technical assistance to superiors/staff;</li> <li>• Conducts staff development activities.</li> <li>• Directs and supervises the preparation and monitoring reports and other reports of the division;</li> <li>• Monitors submission of Reports of Branch and Satellite Offices;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<p>learning and development intervention</p> <ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
110.	1294	Social Welfare Officer III	JG11 (SG18)	Branch Monitoring Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>• Develops and formulates monitoring instruments.</li> <li>• Conducts on-site monitoring of IMAP partner Hospitals and other health related facilities, when necessary;</li> <li>• Conducts impact study of Individual Medical Assistance Program in the Branch and Satellite Offices;</li> <li>• Prepares/submits reports on requests monitored as well as other reports required by the Division;</li> <li>• Provides technical assistances to Branch Offices relative to the implementation of IMAP;</li> <li>• Evaluates, reviews and assesses requests endorsed &amp; received by the Branch and Satellite Offices;</li> <li>• Records and maintains databank of requests in the Branch and Satellite Offices;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Social Work</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Assists in the preparation of reports needed by the Division;</li> <li>Prepares correspondences/replies to letters and requests received and endorsed by other agencies/offices/departments;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
111.	1295	Social Welfare Officer II	JG10 (SG15)	Branch Monitoring Division	Charity Assistance Department	<ul style="list-style-type: none"> <li>Implements the IMAP Monitoring guidelines.</li> <li>Assists in the conduct impact study of Individual Medical Assistance Program in the Branch and Satellite Offices;</li> <li>Conducts on-site monitoring of IMAP partner Hospitals and other health related facilities, when necessary;</li> <li>Prepares/submits reports on requests monitored as well as other reports required by the Division;</li> <li>Assists in the reconciliation of accounts and preparation of status of accounts with various hospitals and health-related institutions in the Branch and Satellite Offices;</li> <li>Coordinates with the Branch and Satellite Offices regarding the submission of SOA by partner hospitals and health-related institutions;</li> <li>Maintains data-bank of processed requests for individual charity assistance in the Branch and Satellite Offices;</li> <li>Assists in the preparation of reports of the Division;</li> <li>Attends to inquiries relative to individual charity assistance program of the Agency;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree in Social Work</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> RA 1080</li> </ul>
112.	1314	Medical Officer VI	JG12 (SG24)	Medical and Dental Division	Medical Services Department	<ul style="list-style-type: none"> <li>Oversees and directs the implementation of programs and services of the Division;</li> <li>Assists in the review, formulation and updating of relevant programs, policies and guidelines</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Doctor of Medicine</li> <li><b>Experience:</b> 2 years of relevant experience</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>and recommends policy changes when necessary;</p> <ul style="list-style-type: none"> <li>• Monitors the performance of the staff and the Division in general through the conduct of regular meetings;</li> <li>• Performs functions as a Medical Officer;</li> <li>• 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"> <li>➤ Referral for laboratory and ancillary procedures;</li> <li>➤ Referral to Specialty Clinics for further evaluations and management;</li> <li>➤ Referral for minor surgical operations;</li> <li>➤ Referral to hospital of choice when necessary.</li> </ul> </li> <li>• Provides vaccinations/immunizations to PCSO officials, employees and their qualified dependents and outpatients, when necessary;</li> <li>• Performs minor surgical procedures, such as circumcision, Incision and Drainage, removal of cysts, excision of benign tumors, etc.;</li> <li>• Performs home and hospital visits and follow-ups of PCSO officials, employees and their dependents and outpatients;</li> <li>• Determines training needs of the personnel and recommends their attendance to relevant seminar workshops and trainings;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 8 hours of relevant training <b>Eligibility:</b> RA 1080</li> </ul>
113.	1360	Secretary III	JG7 (SG10)	Office of the Assistant General Manager	Management Services Sector	<ul style="list-style-type: none"> <li>• Acts as Secretary to the AGM and takes dictations and instructions from him/her;</li> <li>• Receives all documents for notation, signature, information and appropriate action of the AGM;</li> <li>• Releases all documents assigned to the concerned departments/units for their appropriate action;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains logbooks or records of all documents received, assigned and released to the concerned departments for proper monitoring and easy reference;</li> <li>• Prepares outgoing transmittals and other correspondences as per instruction of the AGM;</li> <li>• Facilitates and arranges appointments and meetings to be attended by the AGM, inside and outside the office premises;</li> <li>• Receives all incoming calls, visitors and guests of the AGM;</li> <li>• Arranges and prepares all received papers and documents for the AGM's perusal;</li> <li>• Responsible in the keeping and monitoring office supplies;</li> <li>• Checks completeness of documents and other related materials, and gives feedback to superiors if necessary, before preparation/encoding;</li> <li>• Provides clerical and support functions for the Department, whenever necessary;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
114.	1376	Accountant II	JG10 (SG15)	General Accounting Division	Accounting and Budget Department	<ul style="list-style-type: none"> <li>• Prepares Journal Voucher registry and Journal of Checks issued;</li> <li>• Prepares Bank Reconciliation Statements of Accounts/Cash Accounts held in Trust by the Agency;</li> <li>• Remits amounts withheld from agents;</li> <li>• Issues certifications related to vouchers processed;</li> <li>• Prepares all necessary adjustments relative to JCIF, Cash Accounts and Special Ledgers being maintained;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree in Commerce/ Business Administration major in Accounting</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
115.	1378	Financial Analyst III	JG11 (SG18)	General Accounting Division	Accounting and Budget Department	<ul style="list-style-type: none"> <li>• Prepares Journal of Checks issued;</li> <li>• Prepares Bank Reconciliation Statement of Fund Cash Accounts;</li> <li>• Handles Special Ledgers of Accounts Payable Accounts;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
116.	1393	Financial Analyst III	JG11 (SG18)	Operating Fund Division	Accounting and Budget Department	<ul style="list-style-type: none"> <li>• In-charge in the proper upkeep of all incoming and out-going documents in relation to the processing of Operating Fund expenses;</li> <li>• In-charge in the initial review of documentary requirements for disbursement vouchers being submitted to the Operating Fund Division for processing;</li> <li>• Funds/Processes vouchers payable in cash and general &amp; special payrolls;</li> <li>• Ensures that all cash disbursements are covered by adequate funds and/or budgetary allotments and that the expenditures are properly certified by the authorized Official and officers as necessary, lawful and are incurred under their supervision;</li> <li>• Encodes/prepares daily summaries of cash disbursements processed/funded of the Operating Fund;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
117.	1417	Fiscal Controller I	JG8 (SG11)	Prize Fund Division	Accounting and Budget Department	<ul style="list-style-type: none"> <li>• Reviews and examines vouchers, abstracts and other financial records Maintains/records vouchers at the journal of vouchers registry (JVR);</li> <li>• Records payments of prize payouts at the journal of checks issued (JCI);</li> <li>• Prepares vouchers for gaming products tax and documentary stamp tax;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Pre-audits vouchers/ payrolls and winning tickets;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
118.	1437	Financial Analyst II	JG10 (SG15)	Budget Division	Accounting and Budget Department	<ul style="list-style-type: none"> <li>• Assists in the implementation of the fiscal functions of the office;</li> <li>• Supervises the inspection of deliveries of supplies and materials and services;</li> <li>• Accomplishes the Budget Utilization Slip (BUS);</li> <li>• Assists in the preparation of the Registry of Budget and Utilization;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
119.	1443	Secretary II	JG7 (SG9)	Office of the Department Manager	Corporate Planning Department	<ul style="list-style-type: none"> <li>• Acts as Secretary to the DM and takes dictations and instructions from him/her;</li> <li>• Receives all documents for notation, signature, information and appropriate action of the DM;</li> <li>• Releases all documents assigned to the concerned departments/units for their appropriate action;</li> <li>• Maintains logbooks or records of all documents received, assigned and released to the concerned departments for proper monitoring and easy reference;</li> <li>• Prepares outgoing transmittals and other correspondences as per instruction of the DM;</li> <li>• Facilitates and arranges appointments and meetings to be attended by the DM, inside and outside the office premises;</li> <li>• Receives all incoming calls, visitors and guests of the DM;</li> <li>• Arranges and prepares all received papers and documents for the DM's perusal;</li> <li>• Responsible in the keeping and monitoring office supplies;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
120.	1457	Public Relations Officer IV	JG12 (SG22)	Public Relations and Corporate Communications Division	Corporate Planning Department	<ul style="list-style-type: none"> <li>Supervises, directs and participates in the dissemination and reproduction of all information materials;</li> <li>Provides technical assistance in the production, preparation and dissemination of information materials to mass media;</li> <li>Designs, writes, edits and produces public information materials;</li> <li>Prepares preliminary work plans for projects to be implemented and participates in the implementation of such projects;</li> <li>Establishes and maintains liaison works with government offices and private companies;</li> <li>Evaluates reforms on programs and recommends changes or its implementation to effect improvement in the delivery of services;</li> <li>Assists in the review and layout of PCSO newsletters and other publications;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
121.	1464	Communications Development Officer I	JG8 (SG11)	Public Relations and Corporate Communications Division	Corporate Planning Department	<ul style="list-style-type: none"> <li>Monitors the articles published through the PCSO website and other media and ensures that all data are updated;</li> <li>Coordinates with the Information Officers and Division Chief regarding the updating of articles or information published through the PCSO website and other media;</li> <li>Monitors negative publicities about PCSO in internet forums, including other forms of press releases, and recommends strategies to countermand them;</li> <li>Works hand-in-hand with the Communications Development Officers in developing new strategies to improve the corporate image of PCSO;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
122.	1493	Information Technology Officer III	JG12 (SG24)	Systems, Web & Graphics Division	Information Technology Services Department	<ul style="list-style-type: none"> <li>• Manages an information system project according to budget, the specified time frame, and with acceptable quality using the standard system development process or methodology; or project management;</li> <li>• Manages the process by documenting, informing, overseeing the use of, and improving an organization's chosen methodology for systems development; or process management;</li> <li>• Conducts a study on the reduction or elimination of risks with increased competitiveness in systems development process by working upward based on the Capability Maturity Model;</li> <li>• Reviews government information system plans and ICT-related policies, guidelines and office orders issued by authorized government agencies for the agency's guide and compliance;</li> <li>• Conducts strategic planning of information system under the responsibility of the division;</li> <li>• Manages the investigation of activities that a business chooses to conduct with the intention of making a discovery that can either lead to the development of new or to the improvement of existing software or procedures/processes in order for business to experience future growth thru improvement and expansion of operations;</li> <li>• Collaborates with the system owners in setting the vision and priorities for the system in terms of costs and benefits to solve problems and exploit opportunities;</li> <li>• Supervises collaboration with system users in defining the business and expectations for the system in terms of functionality provided to the user's jobs, ease-of-learning, or ease-of-use;</li> <li>• Reviews the business requirements into a feasible technical solution with design blue print</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Masters Degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> 4 years of supervisory/management experience</li> <li>• <b>Training:</b> 40 hours of supervisory / management learning and development intervention</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>of data models, process models and object models to guide the construction of the final system including business intelligence and data mining;</p> <ul style="list-style-type: none"> <li>• Determines systems analysis methods for redesigning to the goal of dramatically changing and improving the fundamental business processes of the agency, independent of information technology, to reduce costs and/or improve value added to the business; or Business Process Redesign;</li> <li>• Oversee the implementation of system design to deployment of the information system in terms the actual working hardware and software and trains system users to operate the system;</li> <li>• Sets documentation standards in documenting the information system and user's manual of operation;</li> <li>• Conducts and reviews technology market research on existing package solutions including business intelligence and data mining to identify candidate commercial-off-the-shelf software to address outsourcing development strategy;</li> <li>• Reviews user requirements including technical requirements in the form of Request for proposal or Request for Quotation intended for the software vendors;</li> <li>• Oversee the deployment of the information system in terms the actual working hardware and software and trains system users to operate the system;</li> <li>• Oversee the maintenance of the information system in terms the actual working hardware and software;</li> <li>• Implements policies and procedures on corporate PCs with technical installation/setup, troubleshooting and repair;</li> </ul>	

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Reviews existing and emerging technologies, and new development tools for use in the production of software;</li> <li>• Oversee the monitoring and review the reported observations and evaluation at the operation to determine the need for correction or change in the system;</li> <li>• Prepares a formal strategic plan for proposal to establish the process to facilitate changes that occur during the information system project; or change management;</li> <li>• Assigns role in change management;</li> <li>• Conducts business analysis to understand the structure, policies, and operations of the agency, and recommends information system solutions and/or process improvement, organizational change or strategic planning and policy development that will enable the agency to achieve its goals;</li> <li>• Ensures compliance with administrative requirement set by the board and ordered by the general manager;</li> <li>• Reviews and approves the operating budget for the division;</li> <li>• Reviews and approves the annual procurement plan for the division;</li> <li>• Manages the execution of operating budget and procurement plan</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
123.	1514	Information Technology Officer I	JG11 (SG19)	Network Administration & Technical Support Division	Information Technology Services Department	<ul style="list-style-type: none"> <li>• Protects classified information or data against unauthorized access, modifications, disclosure or damages/destruction;</li> <li>• Ensures that appropriate security requirements are enforced and that security violations are reported to the appropriate authorities;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Maintains and checks the dependability of all security equipment – Access Control and CCTV System at the Agency's computer center;</li> <li>• Conducts researches for the development of daily operations of the Division;</li> <li>• Analyzes user's computer access and behavior and performs hardware and operating system maintenance;</li> <li>• Studies and applies new technology on network operations, network security and server operating system;</li> <li>• Ensures that appropriate security requirements are enforced;</li> <li>• Ensures that security violations are reported to the appropriate authorities;</li> <li>• Prepares reports needed by the Division;</li> <li>• Supervises network users;</li> <li>• Analyzes network resource accessibility/usage report, user's network access/behavior and recorded logs/messages of network activity;</li> <li>• Performs network operating and security system and server application maintenance;</li> <li>• Documents network operating and security system protocols;</li> <li>• Installs and configures network operating and security systems, and server applications;</li> <li>• Prepares the documentation of network operating and security system installation, configuration and maintenance;</li> <li>• Studies and applies the new technology on network &amp; security system and server applications;</li> <li>• Collaborates with users for detailed network &amp; security system and server application requirements;</li> <li>• Conducts training with users to access the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<p>network and utilize network resources;</p> <ul style="list-style-type: none"> <li>• Maintains and controls network users accounts, network resources accessibility/usage and behavior;</li> <li>• Designs and implements network operating and security systems;</li> <li>• Plans and supervises the installation of network operating and security systems and server applications;</li> <li>• Plans and performs network operating and security systems and application server maintenance ;</li> <li>• Studies network operating and security system protocols;</li> <li>• Implements new, upgraded and modified network operating and security systems and server applications;</li> <li>• Practices standard methodologies in installation, configuration, administration/implementation and maintenance of network operating &amp; security system and application servers;</li> <li>• Supervises the preventive and corrective maintenance of network operating and security systems and application server;</li> <li>• Performs the study on the application of new technology on the maximization of utilization of existing network operation, security, and server applications;</li> <li>• Studies and practices the new adapted methodology for installation, configuration and corrective &amp; preventive maintenance of network operating and security systems and server applications, and trains the subordinates;</li> <li>• Coordinates with users for network operating &amp; system security and server application requirements;</li> </ul>	



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Evaluates designs of and approach to the application of network operating &amp; security system and servers towards best practices;</li> <li>Studies and designs data-communication and premises cabling and connectivity for LAN and WAN;</li> <li>Monitors implementation of standard methodologies in the cabling, data communication and hardware system configuration and setup;</li> <li>Plans and performs network operating and security systems and application server maintenance ;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
124.	1521	Technical Assistant A	JG12 (SG22)	Office of the Assistant General Manager	Administrative Sector	<ul style="list-style-type: none"> <li>Keeps multiple tasks on schedule, uses tact and judgment and preserves confidentiality of information;</li> <li>Performs a wide variety of complex, responsible and confidential secretarial and administrative duties in support of the Administrative Officer V;</li> <li>Prepares and formats reports;</li> <li>Proofs and compiles staff reports for quality assurance and completeness;</li> <li>Creates presentation software for meetings, conferences and other functions;</li> <li>Independently responds to letters and general correspondences not requiring the attention of the Administrative Officer V;</li> <li>Establishes schedules and methods for office operations;</li> <li>Recommends improvements or modifications;</li> <li>Provides follow up to assignments given to staff;</li> <li>Arranges meetings and conferences;</li> <li>Provides secretarial support to committees;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Supervises clerical staff by prioritizing, delegating, overseeing their workloads;</li> <li>Develops and implements administrative systems and procedures for communications systems, correspondences and communicates policies to staff;</li> <li>Reviews the processing of documents, transactions and other records to ensure compliance with policies and procedures;</li> <li>Monitors documents/ issuances of the Administrative Sector;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
125.	1536	Senior Personnel Specialist	JG11 (SG19)	Employee Welfare and Benefits Division	Human Resources Department	<ul style="list-style-type: none"> <li>Supervises the following activities: <ul style="list-style-type: none"> <li>➤ Preparation of vouchers for first salary claims, unclaimed benefits and retirement gratuity, in accordance with the rules and regulations regarding payment of remunerations;</li> <li>➤ Research on benefits to be received by government employees and drafts recommendations on its administration.</li> </ul> </li> <li>Maintains and updates memorandum circulars, board resolutions and directives on the grant of all monetary benefits;</li> <li>Drafts and maintains handbooks on compensation allowances and other benefits received by PCSO employees;</li> <li>Coordinates with different government agencies, such as COA and the DBM, for proper implementation of benefits and allowances;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
126.	1543	Personnel Specialist I	JG9 (SG13)	Employee Welfare and Benefits Division	Human Resources Department	<ul style="list-style-type: none"> <li>Reviews all requests/applications for medical access of employees;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> None required</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Prepares periodic reports regarding employees medical access and outstanding balance with accredited hospitals;</li> <li>• Assists in coordinating with accredited hospitals and in monitoring prompt settlement of accounts;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
127.	1550	Personnel Specialist II	JG10 (SG16)	Personnel Relations and Services Division	Human Resources Department	<ul style="list-style-type: none"> <li>• Pre-screens walk-in applicants through preliminary interviews and endorse applications to superiors for further evaluation;</li> <li>• Maintains database file of applicants who have potentials for future hiring;</li> <li>• Notifies employees considered as candidates for hiring;</li> <li>• Responsible for the preparation of appointments of newly hired employees;</li> <li>• Provides preliminary orientation to newly hired employees;</li> <li>• Provides technical assistance for the Personnel Selection Board and safe-keeps documents;</li> <li>• Screens and assesses OJT applicants and assigns to departments where they can be trained according to their field of studies;</li> <li>• Maintains updated files of CSC Circulars and monitors adherence of the office to CSC rules and regulations;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
128.	1552	Personnel Specialist II	JG10 (SG16)	Personnel Relations and Services Division	Human Resources Department	<ul style="list-style-type: none"> <li>• Assists in facilitating in-house trainings, acts as trainer in the orientation of new employees;</li> <li>• Prepares necessary training documents/data relative to the conduct of in-house trainings and other related training programs and activities such as certificates, payroll, budget estimates, etc.;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Assists in designing, developing, preparing and updating of training materials, supplies and equipment, such as: training kits, audio-visuals, hand-outs, etc; assists in the orientation training of new entrants in service;</li> <li>Coordinates and facilitates the actual implementation and efficient conduct of training programs and other related activities;</li> <li>Maintains records of accredited and competent lecturers/resource persons and keeps updated on their contract address/telephone numbers;</li> <li>Assists in maintaining inventories and safekeeping of training materials supplies and equipment;</li> <li>Inspects the availability and condition of training venues, facilities and equipment prior to the scheduled training program;</li> <li>Assists in administering, coordinating, gathering and evaluation of TNA materials and outputs;</li> <li>Identifies and prioritizes the capability-building needs of the office and ensures relevance of the proposed trainings;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
129.	1555	Senior Administrative Assistant II	JG9 (SG14)	Personnel Relations and Services Division	Human Resources Department	<ul style="list-style-type: none"> <li>Assists in coordinating the participants' attendance to particular training programs and other related activities;</li> <li>Maintains and updates training records of officials and employees;</li> <li>Assists in evaluating and documenting of the training programs to be conducted, assesses feedbacks and impact on the attendees/participants' work performances;</li> <li>Coordinates and assists in the facilitation of other training requirements;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 3 years of relevant experience</li> <li><b>Training:</b> 16 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
130.	1590	Engineer III	JG11 (SG19)	General Services Division (Civil Services Section)	General Services Department	<ul style="list-style-type: none"> <li>• Designs, estimates and prepares bill of materials of plans for various projects of the office;</li> <li>• Assists the Division Chief in the design and implementation of major and minor projects of the office;</li> <li>• Prepares scope of works and specifications of Agency projects;</li> <li>• Checks and monitors proper repair, maintenance, retrofitting and strengthening of existing structures;</li> <li>• Assists in technical appraisals, including review of designs and proposals in close coordination with the DPWH on engineering designs, structural integrity and cost estimates of infrastructure projects prior to its implementation;</li> <li>• Prepares project status reports;</li> <li>• Ensures the proper implementation of plans, programs and project assignments of personnel;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
131.	1599	Draftsman I	JG5 (SG6)	General Services Division	General Services Department	<ul style="list-style-type: none"> <li>• Prepares sketches of Electrical, Mechanical, Civil and Architectural of plans of Agency projects;</li> <li>• Prepares the bill of materials needed in the projects;</li> <li>• Coordinates the schedule of building renovation with the head of units of the office affected by the repairs or renovations;</li> <li>• Monitors the inflow of requests for services of repairs coming from different departments from inception to satisfactory completion and submits periodic reports thereof;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> Draftsman (MC 10, s. 2013-Cat. II)/ First level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
132.	1607	Automotive Electrician	JG5 (SG6)	General Services Division	General Services Department	<ul style="list-style-type: none"> <li>• Conducts major and minor repairs of office vehicles;</li> <li>• Diagnoses problems in electrical systems in cars, including battery, ignition, electronic fuel injection, anti-lock braking, cruise control, fixtures and general wiring;</li> <li>• May replace faulty wiring, repair ignitions, put in new fuses and installing headlights, lamps or other electrical fixtures;</li> <li>• Makes the appropriate adjustments to the car's electrical system;</li> <li>• Provides estimates of the cost of the work to be completed;</li> <li>• Prepares reports of works done and completed and submits such reports to superior;</li> <li>• Ensures cleanliness of workspace;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> Automotive Electrician (MC 10, s. 2013 - (Cat. II)</li> </ul>
133.	1608	Driver Mechanic B	JG5 (SG7)	General Services Division	General Services Department	<ul style="list-style-type: none"> <li>• Monitors and submits reports with recommendations on the noted mechanical defects of vehicles to the Department Manager;</li> <li>• Monitors the upkeep and maintenance of office service vehicles of the Agency at all times;</li> <li>• Implements directives for the utilization of service vehicles and coordinates schedules with concerned staff/units/offices;</li> <li>• Monitors and prepares/submits reports on the number of official travels done for the month including gasoline consumption;</li> <li>• Makes necessary requisition for supplies needed for the vehicles;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>
134.	1609	Driver Mechanic B	JG5 (SG7)	General Services Division	General Services Department	<ul style="list-style-type: none"> <li>• Monitors and submits reports with recommendations on the noted mechanical defects of vehicles to the Department Manager;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate or Completion of relevant vocational/trade course</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Monitors the upkeep and maintenance of office service vehicles of the Agency at all times;</li> <li>Implements directives for the utilization of service vehicles and coordinates schedules with concerned staff/units/offices;</li> <li>Monitors and prepares/submits reports on the number of official travels done for the month including gasoline consumption;</li> <li>Makes necessary requisition for supplies needed for the vehicles;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> Professional Driver's License (MC 10, s. 2013-Cat. IV)</li> </ul>
135.	1627	Division Chief III	JG12 (SG24)	Central Records and Library Division	General Services Department	<ul style="list-style-type: none"> <li>Supervises the daily operation of the division;</li> <li>Directs and supervises the preparation of monthly/annual, performance and other necessary reports for the Division;</li> <li>Ensures an efficient system of records management;</li> <li>Maintains updated summary of Office policies and procedures;</li> <li>Provides departments/offices concerned a current record retention schedule of the Agency and informs them of planned record disposals;</li> <li>Develops and provides oversight of records management programs in the agency, including training concerned personnel to follow established records management guidelines, policies, and retention schedules;</li> <li>Serves as the contact person with the National Government Archives;</li> <li>Coordinates the continuous disposal of obsolete records in accordance with legal requirements through the adoption and use of records retention and disposal schedules of inactive records and those that are no longer needed for the conduct of the day to day business of the Agency;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li><b>Experience:</b> 4 years of supervisory/management experience</li> <li><b>Training:</b> 40 hours of supervisory/management learning and development intervention</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>• Authenticates copies of documents of the Agency;</li> <li>• Determines the most efficient manner of preserving the physical condition of the Agency's records;</li> <li>• Establishes and manages the budget for library and information services, technology and media;</li> <li>• Develops and manages convenient, accessible library and information services of the Agency;</li> <li>• Ensures effective dissemination of documents and provides adequate protection, preservation and disposition of official records/documents.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
136.	1636	Department Manager III	JG14 (SG26)		Assets & Supply Management Department	<ul style="list-style-type: none"> <li>• Oversees and directs the overall operations all the divisions under his/her department;</li> <li>• Ensures the accurate and timely preparation and submission of reports necessary to carry out the functions of the department;</li> <li>• Ensures the establishment of effective and efficient system of warehousing, inventory management and safeguarding of assets;</li> <li>• Reviews and updates existing program policies, procedures and guidelines and recommends changes and enhancement when necessary;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree OR Certificate in Leadership and Management from the CSC</li> <li>• <b>Experience:</b> 5 years of supervisory/management experience</li> <li>• <b>Training:</b> 120 hours of supervisory/management learning and development intervention</li> <li>• <b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
137.	1644	Senior Investment Specialist	JG11 (SG18)	Assets Management Division	Assets & Supply Management Department	<ul style="list-style-type: none"> <li>• Assumes full responsibility for the proper documentations of all assets and properties of the Office;</li> <li>• Verifies the authenticity of the papers, documents and records of the assets and properties of the Office;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 2 years of relevant experience</li> <li>• <b>Training:</b> 8 hours of relevant training</li> </ul>



No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>Reviews the appraisal and valuation of acquired assets;</li> <li>Verifies records from the Register of Deeds as to title and ownership and liens of the properties;</li> <li>Consults the records of realtors in determining the fair market values in particular locality</li> <li>Conducts continuing studies on fair return of investments, valuation of assets, the percent of recovery, etc.;</li> <li>Conducts of matters pertaining to acquired assets;</li> <li>Acts as member of appraisal and valuation teams, inventory committee, and represents the Manager of the department in auctions and disposal;</li> <li>Prepares required reports for the Department;</li> <li>Conducts feasibility studies for the conversion of non-income producing properties into viable, income-producing assets;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>
138.	1646	Acquired Asset Officer II	JG9 (SG13)	Assets Management Division	Assets & Supply Management Department	<ul style="list-style-type: none"> <li>Conducts physical inventory of all furniture, fixtures and equipment and reconciles data with existing subsidiary ledger;</li> <li>Assists in the conduct of feasibility studies for the conversion of non-income producing properties into viable, income-producing assets;</li> <li>Helps in the physical inventory of all furniture, fixtures and equipment and in reconciling data with existing subsidiary ledger and books of accounts;</li> <li>Safekeeps and properly maintains all records of assets and properties (acquired, maintained and disposed) of the Agency;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree relevant to the job</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
139.	1673	Secretary II	JG7 (SG9)	Office of the Department Manager	Treasury Department	<ul style="list-style-type: none"> <li>• Acts as Secretary to the DM and takes dictations and instructions from him/her;</li> <li>• Receives all documents for information, notation, signature and appropriate action of the DM;</li> <li>• Releases all documents assigned to the concerned departments/units for their appropriate action;</li> <li>• Maintains logbooks or records of all documents received, assigned and released to the concerned departments for proper monitoring and easy reference;</li> <li>• Prepares outgoing transmittals and other correspondences as per instruction of the DM;</li> <li>• Facilitates and arranges appointments and meetings to be attended by the DM, inside and outside the office premises;</li> <li>• Receives all incoming calls, visitors and guests of the DM;</li> <li>• Responsible in keeping and monitoring office supplies;</li> <li>• Maintains records of all vouchers prepared/received;</li> <li>• Checks completeness of documents and other related materials, and gives feedback to superiors if necessary, before preparation/encoding;</li> <li>• Provides clerical and support functions for the Department, whenever necessary;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>
140.	1708	Cashier II	JG9 (SG14)	Charity Fund Disbursement Division	Treasury Department	<ul style="list-style-type: none"> <li>• Receives, records, reviews, encodes, updates and verifies accomplished and returned original vouchers with Official Receipts from other PCSO offices/branches;</li> <li>• Prepares Reports of Available Charity checks for transmittal to other PCSO offices/branches;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> </ul>

No.	Item No.	Position	SG	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
						<ul style="list-style-type: none"> <li>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 &amp; 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);</li> <li>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);</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Eligibility:</b> CS (Professional)/ Second Level Eligibility</li> </ul>

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 21, 2022.

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

**IMPORTANT REMINDERS:**

- Applicants must submit a separate set of application if applying for more than one vacant position (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**

10F Sun Plaza Building, 1507  
Princeton Street Corner Shaw Boulevard  
Mandaluyong City

Or you may email your application at [recruitment@pcso.gov.ph](mailto:recruitment@pcso.gov.ph)