

Republic of the Philippines  
**PHILIPPINE CHARITY SWEEPSTAKES OFFICE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION

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:

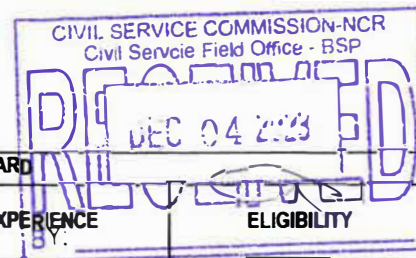
MELQUIADES/A. ROBLES

General Manager

Date: DEC 04 2023



NO.	POSITION	PLANTILLA ITEM NO.	JOB GRADE (SALARY GRADE)	MONTHLY SALARY	QUALIFICATION STANDARD				PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
1	Clerk III	10	JG5(SG6)	19,821.00	Completion of 2 years studies in college	None required	None required	CS (Subprofessional)/First Level Eligibility	Office of the Chairman
2	Public Services Assistant	25	JG6(SG8)	22,288.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility	Office of the Board Secretary
3	Public Services Assistant	41	JG6(SG8)	22,288.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility	Office of the General Manager
4	Information Technology Officer I	49	JG11(SG19)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Office of the General Manager
5	Information Systems Analyst III	50	JG11(SG19)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Office of the General Manager
6	Information Systems Analyst III	51	JG11(SG19)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Office of the General Manager
7	Information Systems Analyst III	53	JG11(SG19)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Office of the General Manager
8	Computer Operator IV	55	JG9(SG14)	37,317.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	CS (Subprofessional)/Data Encoder (MC 3, s. 2008)/First Level Eligibility	Office of the General Manager
9	Internal Auditor IV	63	JG12(SG22)	83,966.00	Bachelor's degree relevant to the job	16 hours of training relevant to the job	3 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with CISA	Internal Audit Services
10	Internal Auditor III	66	JG11(SG18)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
11	Internal Auditor II	69	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
12	Internal Auditor V	71	JG12(SG24)	83,966.00	Master's degree relevant to the job	24 hours of training in management and supervision	4 years in positions involving management and supervision including at least 2 years in audit	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services

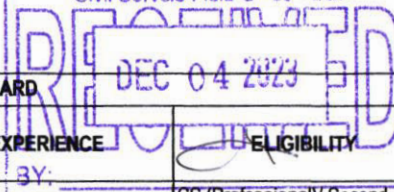


NO.	POSITION	PLANTILLA ITEM NO.	JOB GRADE (SALARY GRADE)	MONTHLY SALARY	QUALIFICATION STANDARD				PLACE OF ASSIGNMENT
					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
13	Internal Auditor IV	72	JG12(SG22)	83,966.00	Bachelor's degree relevant to the job	16 hours of training relevant to the job	3 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
14	Internal Auditor III	74	JG11(SG18)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
15	Internal Auditor III	75	JG11(SG18)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
16	Internal Auditor III	76	JG11(SG18)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
17	Internal Auditor II	79	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)	Internal Audit Services
18	Attorney IV	86	JG12(SG23)	83,966.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Legal Department
19	Attorney IV	87	JG12(SG23)	83,966.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Legal Department
20	Legal Officer III	90	JG11(SG20)	51,987.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal Department
21	Legal Assistant II	91	JG8(SG12)	32,121.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	CS (Professional)/ Second Level Eligibility	Legal Department
22	Stenographer II	92	JG5(SG6)	19,821.00	Completion of 2 years studies in college	None required	None required	CS (Subprofessional)/First Level Eligibility	Legal Department
23	Attorney IV	94	JG12(SG23)	83,966.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Legal Department
24	Legal Officer IV	97	JG12(SG22)	83,966.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal Department
25	Legal Officer III	98	JG11(SG20)	51,987.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	Legal Department
26	Clerk IV	100	JG6(SG8)	22,288.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility	Legal Department





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					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
27	Department Manager III	109	JG15(SG26)	173,645.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
28	Technical Assistant B	111	JG11(SG20)	51,987.00	Bachelor's degree	16 hours of relevant training	3 years relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
29	Communications Development Officer II	126	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
30	Communications Development Officer II	130	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
31	Computer Operator IV	135	JG9(SG14)	37,317.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	CS Subprofessional/ First Level Eligibility	Gaming Technology Department
32	Communications Equipment Operator V	138	JG9(SG13)	37,317.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours relevant training	3 years relevant experience	Communications Equipment Operator (MC 10, s. 2013-Cat. II)	Gaming Technology Department
33	Communications Equipment Operator V	141	JG9(SG13)	37,317.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours relevant training	3 years relevant experience	Communications Equipment Operator (MC 10, s. 2013-Cat. II)	Gaming Technology Department
34	Communications Equipment Operator V	144	JG9(SG13)	37,317.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	16 hours relevant training	3 years relevant experience	Communications Equipment Operator (MC 10, s. 2013-Cat. II)	Gaming Technology Department
35	Communications Equipment Operator III	148	JG7(SG9)	25,027.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Communications Equipment Operator (MC 10, s. 2013-Cat. II)	Gaming Technology Department
36	Communications Equipment Operator III	150	JG7(SG9)	25,027.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Communications Equipment Operator (MC 10, s. 2013-Cat. II)	Gaming Technology Department
37	Draw Operations Officer III	155	JG11(SG18)	51,987.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department



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					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
38	Draw Operations Officer III	156	JG11(SG18)	51,987.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
39	Draw Operations Assistant II	166	JG7(SG10)	25,027.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility	Gaming Technology Department
40	Draw Operations Assistant I	167	JG6(SG8)	22,288.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility	Gaming Technology Department
41	Draw Operations Assistant I	168	JG6(SG8)	22,288.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility	Gaming Technology Department
42	Draw Equipment Maintenance Specialist III	171	JG11(SG18)	51,987.00	Bachelor's degree	8 hours of relevant training	2 years of experience in proper maintenance of draw equipments	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
43	Draw Equipment Maintenance Specialist II	174	JG10(SG15)	43,711.00	Bachelor's degree	4 hours of relevant training	1 year of experience in proper maintenance of draw equipments	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
44	Draw Equipment Maintenance Specialist I	175	JG9(SG13)	37,317.00	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
45	Draw Equipment Maintenance Assistant	176	JG7(SG10)	25,027.00	Completion of 2 years studies in college	8 hours of relevant training	2 years of experience in proper maintenance of draw equipments	CS (Subprofessional)/ First Level Eligibility	Gaming Technology Department
46	Creative Arts Specialist III	180	JG11(SG18)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
47	Media Production Specialist II	181	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
48	Creative Arts Specialist II	182	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Gaming Technology Department
49	Artist Illustrator III	184	JG8(SG11)	32,121.00	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Illustrator (MC 10, s. 2013 Cat. II)	Gaming Technology Department
50	Clerk III	185	JG5(SG6)	19,821.00	Completion of 2 years studies in college	None required	None required	CS (Subprofessional)/First Level Eligibility	Gaming Technology Department
51	Senior Marketing Specialist	199	JG11(SG18)	51,987.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Product and Standard Development Department
52	Marketing Analyst II	205	JG9(SG13)	37,317.00	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility	Product and Standard Development Department
53	Marketing Analyst II	206	JG9(SG13)	37,317.00	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility	Product and Standard Development Department
54	Training Specialist III	213	JG11(SG18)	51,987.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Product and Standard Development Department
55	Training Specialist II	214	JG10(SG15)	43,711.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Product and Standard Development Department



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					EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
56	Department Manager III	218	JG15(SG26)	173,645.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
57	Technical Assistant B	220	JG11(SG20)	51,987.00	Bachelor's degree	16 hours of relevant training	3 years relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
58	Division Chief III	233	JG12(SG24)	83,966.00	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
59	Creative Arts Specialist III	235	JG11(SG18)	51,987.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
60	Creative Arts Specialist II	236	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
61	Printing Quality Control Officer II	237	JG9(SG14)	37,317.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
62	Head Pressman	240	JG9(SG13)	37,317.00	High School Graduate	16 hours of relevant training	3 years of relevant experience	Pressman/ (MC 10, s. 2013-Cat. II)	Security Printing and Production Department
63	Head Pressman	241	JG9(SG13)	37,317.00	High School Graduate	16 hours of relevant training	3 years of relevant experience	Pressman/ (MC 10, s. 2013-Cat. II)	Security Printing and Production Department
64	Printing Machine Operator III	247	JG7(SG9)	25,027.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	Printing Machine Operator/ (MC 10, s. 2013-Cat. II)	Security Printing and Production Department
65	Paper Cutting Machine Operator III	250	JG6(SG8)	22,288.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
66	Binder IV	253	JG7(SG10)	25,027.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
67	Binder IV	255	JG7(SG10)	25,027.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
68	Stitcher III	257	JG5(SG7)	19,821.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department



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69	Stitcher III	258	JG5(SG7)	19,821.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
70	Stitcher III	259	JG5(SG7)	19,821.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
71	Stitcher III	260	JG5(SG7)	19,821.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
72	Printing Quality Control Officer II	263	JG9(SG14)	37,317.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
73	Sr. Sweepstakes/Lottery Operations Officer	264	JG11(SG18)	51,987.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
74	Sweepstakes/Lottery Operations Officer III	267	JG10(SG15)	43,711.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility	Security Printing and Production Department
75	Printing Quality Inspector III	268	JG7(SG9)	25,027.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility	Security Printing and Production Department
76	Printing Quality Inspector III	269	JG7(SG9)	25,027.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility	Security Printing and Production Department
77	Ticket Checker	273	JG4(SG3)	17,598.00	High School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department
78	Ticket Checker	277	JG4(SG3)	17,598.00	High School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)	Security Printing and Production Department

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the applications letter and send to the address below not later than **DEC 29 2023**.

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

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

**MELQUIADES A. ROBLES**  
General Manager

4th Floor, Sun Plaza Bldg. Shaw Bvd. Mandaluyong City  
[recruitment@ncso.gov.ph](mailto:recruitment@ncso.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



No.	Item No.	Position	JG(SG)	Office / Division / Branch	Department / Sector	Duties & Responsibilities	CSC Minimum Qualification Standard (QS)
1	10	Clerk III	JG5 (SG6)	Office of the Chairman	Office of the Chairman	<ul style="list-style-type: none"> <li>• Performs clerical functions at the Office of the Chairman;</li> <li>• Encodes documents and memoranda;</li> <li>• Attends to visitors/callers at the Chairman's Office;</li> <li>• Keeps official records of the Office;</li> <li>• Handles follow-ups of clients;</li> <li>• Prepares basic spreadsheets and presentation files as directed.</li> <li>• Drafts basic correspondence as directed.</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> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
2	25	Public Services Assistant	JG6 (SG8)	Office of the Board Secretary	Office of the Board Secretary	<ul style="list-style-type: none"> <li>• Assesses, reviews and receives all requests for medical/financial assistance from PCSO, addressed to the Members of the Board;</li> <li>• Advises indigents in the fulfillment of documentary requirements;</li> <li>• Prepares daily transmittals for all documents received requesting medical/financial assistance;</li> <li>• Handles telephone inquiries seeking advices on assistance requests;</li> <li>• Gives proper information on status of follow-up inquiries;</li> <li>• Reports the status of requests for medical/financial assistances, as required;</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> 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>

3	41	Public Services Assistant	JG6 (SG8)	Office of the General Manager	Office of the General Manager	<ul style="list-style-type: none"> <li>Assess, reviews and receives all requests for medical/financial assistance addressed to the General Manager</li> <li>Advises indigents on the documentary requirements and provides information on status of requests;</li> <li>Prepares daily transmittals for all documents received requesting medical/financial assistance;</li> <li>Handles telephone inquiries seeking advice on requests for assistance;</li> <li>Reports the status of requests for medical/financial assistances, as required;</li> <li>Encodes, prepare and process Computerize Accounting System vouchers for medical, financial and educational assistance upon receipt of complete documents and approval of the request.</li> <li>Assigned to perform support functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager.</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>
4	49	Information Technology Officer I	JG11 (SG19)	Data Security Division	Office of the General Manager	<ul style="list-style-type: none"> <li>Monitors Online Lottery-related operations to verify that established procedures for securing data are being followed. The tasks being monitored include, but are not limited to, the following activities: <ul style="list-style-type: none"> <li>❖ Monitors Start-of-Day (SOD) Activity Procedure at the Data Center/s which involves system and communication processor checks. Verify system enabling at 7:00am, monitor</li> </ul> </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>



						<p>transactions and report any incident that may transpire.</p> <ul style="list-style-type: none"> <li>❖ Monitors the Draw Operations at the RAMT during the Mid-day (2pm &amp; 5pm) and Evening draw operations. Check compliance of Actual Draw proceedings and report any incident.</li> <li>❖ Monitor the Mid-day (2pm &amp; 5pm) and Evening Draw Proceedings at the Data Center/s and check compliance of the Actual Draw proceedings. Report any incidents that may transpired during the operation.</li> <li>❖ Monitors EOD and Update Procedures at the Data Centers. Check compliance to the EOD/Update procedures and secure EOD back-up tapes to the Back-up Data Center and store OSS2 tapes. Report any incidents that may transpired during the operation.</li> <li>❖ Secure turn-over Draw Logger Tapes (DAT Tapes/USB) and transport to the DSD Tape Library under video coverage. Report any incidents that may transpired during the operation.</li> <li>❖ Check the correctness of key-in of winning numbers, number of winners and prize payout to the ELIS (LRIS) system. Validate and posts to the PCSO Website and report any incident.</li> <li>❖ Monitors the reprocessing of previously drawn draw logger tapes/USB to verify its accuracy and check the data content matches with original draw report documents.</li> <li>❖ Monitors the installation of system updates, software patches and</li> </ul>	
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						<p>parameter changes made. Checks system report of the changes and Attendance to the activity.</p> <ul style="list-style-type: none"> <li>❖ Monitors system simulation test to verify the desired output by the end user. This duty is not limited to the lottery system, but includes new game proposals.</li> <li>• Performs the following tasks for protecting data: <ul style="list-style-type: none"> <li>❖ Secure storage of online lottery data backups;</li> <li>❖ Online Lottery data reprocessing;</li> <li>❖ Online Lottery incident reporting.</li> </ul> </li> <li>• Performs monitoring and processing of sales for the Lotto and other future games as deemed required and necessary by the Office of the General Manager.</li> <li>• Assists in data gathering and research relevant to the Development of security Plans for the PCSO Lottery System (PLS) Project such as: <ul style="list-style-type: none"> <li>❖ Data Security Monitoring of Security Operations Center (SOC) on security threats and infiltrations,</li> <li>❖ Data Security presence in the Physical Security Monitoring Center to check CCTVs and Access Controls,</li> <li>❖ Development of test criteria for the proposed new games included in the PLS project.</li> </ul> </li> <li>• Performs data gathering and analysis that would provide basis for the recommending appropriate information security strategies, methodologies and standards to the General Manager.</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Performs onsite inspection / evaluation of Lotto, STL and other game sites.</li> <li>• Performs Ad hoc functions and Committee membership.</li> </ul>	
5	50	Information Systems Analyst III	JG11 (SG19)	Data Security Division	Office of the General Manager	<ul style="list-style-type: none"> <li>• Monitors Online Lottery-related operations to verify that established procedures for securing data are being followed. The tasks being monitored include, but are not limited to, the following activities: <ul style="list-style-type: none"> <li>❖ Monitors Start-of-Day (SOD) Activity Procedure at the Data Center/s which involves system and communication processor checks. Verify system enabling at 7:00am, monitor transactions and report any incident that may transpire.</li> <li>❖ Monitors the Draw Operations at the RAMT during the Mid-day (2pm &amp; 5pm) and Evening draw operations. Check compliance of Actual Draw proceedings and report any incident.</li> <li>❖ Monitor the Mid-day (2pm &amp; 5pm) and Evening Draw Proceedings at the Data Center/s and check compliance of the Actual Draw proceedings. Report any incidents that may transpired during the operation.</li> <li>❖ Monitors EOD and Update Procedures at the Data Centers. Check compliance to the EOD/Update procedures and secure EOD back-up tapes to the Back-up Data Center and store OSS2 tapes. Report any incidents that may transpired during the operation.</li> <li>❖ Secure turn-over Draw Logger Tapes (DAT Tapes/USB) and transport to</li> </ul> </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>



						<p>the DSD Tape Library under video coverage. Report any incidents that may transpired during the operation.</p> <ul style="list-style-type: none"> <li>❖ Check the correctness of key-in of winning numbers, number of winners and prize payout to the ELIS (LRIS) system. Validate and posts to the PCSO Website and report any incident.</li> <li>❖ Monitors the reprocessing of previously drawn draw logger tapes/USB to verify its accuracy and check the data content matches with original draw report documents.</li> <li>❖ Monitors the installation of system updates, software patches and parameter changes made. Checks system report of the changes and Attendance to the activity.</li> <li>❖ Monitors system simulation test to verify the desired output by the end user. This duty is not limited to the lottery system, but includes new game proposals.</li> </ul> <ul style="list-style-type: none"> <li>• Performs the following tasks for protecting data: <ul style="list-style-type: none"> <li>❖ Secure storage of online lottery data backups;</li> <li>❖ Online Lottery data reprocessing;</li> <li>❖ Online Lottery incident reporting.</li> </ul> </li> <li>• Performs monitoring and processing of sales for the Lotto and other future games as deemed required and necessary by the Office of the General Manager.</li> <li>• Assists in data gathering and research relevant to the development of Information Security Policies for the online gaming operations.</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Performs data gathering and analysis that would provide basis for the recommending appropriate information security strategies, methodologies and standards to the General Manager.</li> <li>• Handles research and policy development.</li> <li>• Performs Ad hoc functions and Committee membership.</li> </ul>	
6	51	Information Systems Analyst III	JG11 (SG19)	Data Security Division	Office of the General Manager	<ul style="list-style-type: none"> <li>• Monitors Online Lottery-related operations to verify that established procedures for securing data are being followed. The tasks being monitored include, but are not limited to, the following activities: <ul style="list-style-type: none"> <li>❖ Monitors Start-of-Day (SOD) Activity Procedure at the Data Center/s which involves system and communication processor checks. Verify system enabling at 7:00am, monitor transactions and report any incident that may transpire.</li> <li>❖ Monitors the Draw Operations at the RAMT during the Mid-day (2pm &amp; 5pm) and Evening draw operations. Check compliance of Actual Draw proceedings and report any incident.</li> <li>❖ Monitor the Mid-day (2pm &amp; 5pm) and Evening Draw Proceedings at the Data Center/s and check compliance of the Actual Draw proceedings. Report any incidents that may transpired during the operation.</li> <li>❖ Monitors EOD and Update Procedures at the Data Centers. Check compliance to the EOD/Update procedures and secure EOD back-up tapes to the Back-up</li> </ul> </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>

						<p>Data Center and store OSS2 tapes. Report any incidents that may transpired during the operation.</p> <ul style="list-style-type: none"> <li>❖ Secure turn-over Draw Logger Tapes (DAT Tapes/USB) and transport to the DSD Tape Library under video coverage. Report any incidents that may transpired during the operation.</li> <li>❖ Check the correctness of key-in of winning numbers, number of winners and prize payout to the ELIS (LRIS) system. Validate and posts to the PCSO Website and report any incident.</li> <li>❖ Monitors the reprocessing of previously drawn draw logger tapes/USB to verify its accuracy and check the data content matches with original draw report documents.</li> <li>❖ Monitors the installation of system updates, software patches and parameter changes made. Checks system report of the changes and Attendance to the activity.</li> <li>❖ Monitors system simulation test to verify the desired output by the end user. This duty is not limited to the lottery system, but includes new game proposals.</li> </ul> <ul style="list-style-type: none"> <li>• Performs the following tasks for protecting data: <ul style="list-style-type: none"> <li>❖ Secure storage of online lottery data backups;</li> <li>❖ Online Lottery data reprocessing;</li> <li>❖ Online Lottery incident reporting.</li> </ul> </li> <li>• Performs monitoring and processing of sales for the Lotto and other future games as deemed required and necessary by the Office of the General Manager.</li> </ul>	
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						<ul style="list-style-type: none"> <li>Assists in data gathering and research relevant to the development of Information Security Policies in handling sensitive data in the Agency operations.</li> <li>Performs data gathering and analysis that would provide basis for the recommending appropriate information security strategies, methodologies and standards to the General Manager.</li> <li>Evaluates and review game proposals, gaming systems and other information systems for appropriate data security controls.</li> <li>Performs Ad hoc functions and Committee membership.</li> </ul>	
7	53	Information Systems Analyst III	JG11 (SG19)	Data Security Division	Office of the General Manager	<ul style="list-style-type: none"> <li>Monitors Online Lottery-related operations to verify that established procedures for securing data are being followed. The tasks being monitored include, but are not limited to, the following activities: <ul style="list-style-type: none"> <li>❖ Monitors Start-of-Day (SOD) Activity Procedure at the Data Center/s which involves system and communication processor checks. Verify system enabling at 7:00am, monitor transactions and report any incident that may transpire.</li> <li>❖ Monitors the Draw Operations at the RAMT during the Mid-day (2pm &amp; 5pm) and Evening draw operations. Check compliance of Actual Draw proceedings and report any incident.</li> <li>❖ Monitor the Mid-day (2pm &amp; 5pm) and Evening Draw Proceedings at the Data Center/s and check compliance of the Actual Draw proceedings.</li> </ul> </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>

						<p>Report any incidents that may transpired during the operation.</p> <ul style="list-style-type: none"> <li>❖ Monitors EOD and Update Procedures at the Data Centers. Check compliance to the EOD/Update procedures and secure EOD back-up tapes to the Back-up Data Center and store OSS2 tapes. Report any incidents that may transpired during the operation.</li> <li>❖ Secure turn-over Draw Logger Tapes (DAT Tapes/USB) and transport to the DSD Tape Library under video coverage. Report any incidents that may transpired during the operation.</li> <li>❖ Check the correctness of key-in of winning numbers, number of winners and prize payout to the ELIS (LRIS) system. Validate and posts to the PCSO Website and report any incident.</li> <li>❖ Monitors the reprocessing of previously drawn draw logger tapes/USB to verify its accuracy and check the data content matches with original draw report documents.</li> <li>❖ Monitors the installation of system updates, software patches and parameter changes made. Checks system report of the changes and Attendance to the activity.</li> <li>❖ Monitors system simulation test to verify the desired output by the end user. This duty is not limited to the lottery system, but includes new game proposals.</li> </ul> <ul style="list-style-type: none"> <li>• Performs the following tasks for protecting data:</li> </ul>	
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						<ul style="list-style-type: none"> <li>❖ Secure storage of online lottery data backups;</li> <li>❖ Online Lottery data reprocessing;</li> <li>❖ Online Lottery incident reporting.</li> <li>• Performs monitoring and processing of sales for the Lotto and other future games as deemed required and necessary by the Office of the General Manager.</li> <li>• Performs data gathering and analysis that would provide basis for the recommending appropriate information security strategies, methodologies and standards to the General Manager.</li> <li>• Assists in data gathering and research relevant to the Development of security Plans for the PCSO Lottery System (PLS) Project such as: <ul style="list-style-type: none"> <li>❖ Data Security Monitoring of Security Operations Center (SOC) on security threats and infiltrations,</li> <li>❖ Data Security presence in the Physical Security Monitoring Center to check CCTVs and Access Controls,</li> <li>❖ Development of test criteria for the proposed new games included in the PLS project.</li> </ul> </li> <li>• Monitors operation and evaluates vulnerabilities of new online games.</li> <li>• Performs Ad hoc functions and Committee membership.</li> </ul>	
8	55	Computer Operator IV	JG9 (SG14)	Data Security Division	Office of the General Manager	<ul style="list-style-type: none"> <li>• Provides support for monitoring Online Lottery- related operations to verify that established procedures for securing data are being followed. The tasks being monitored include, but are not limited to, the following activities:</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> </ul>



						<ul style="list-style-type: none"> <li>❖ Monitors Start-of-Day (SOD) Activity Procedure at the Data Center/s which involves system and communication processor checks. Verify system enabling at 7:00am, monitor transactions and report any incident that may transpire.</li> <li>❖ Monitors the Draw Operations at the RAMT during the Mid-day (2pm &amp; 5pm) and Evening draw operations. Check compliance of Actual Draw proceedings and report any incident.</li> <li>❖ Monitor the Mid-day (2pm &amp; 5pm) and Evening Draw Proceedings at the Data Center/s and check compliance of the Actual Draw proceedings. Report any incidents that may transpired during the operation.</li> <li>❖ Monitors EOD and Update Procedures at the Data Centers. Check compliance to the EOD/Update procedures and secure EOD back-up tapes to the Back-up Data Center and store OSS2 tapes. Report any incidents that may transpired during the operation.</li> <li>❖ Secure turn-over Draw Logger Tapes (DAT Tapes/USB) and transport to the DSD Tape Library under video coverage. Report any incidents that may transpired during the operation.</li> <li>❖ Check the correctness of key-in of winning numbers, number of winners and prize payout to the ELIS (LRIS) system. Validate and posts to the PCSO Website and report any incident.</li> <li>❖ Monitors the reprocessing of previously drawn draw logger</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> Office of the General Manager</li> </ul>
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						<p>tapes/USB to verify its accuracy and check the data content matches with original draw report documents.</p> <ul style="list-style-type: none"> <li>• Provides assistance in performing the following tasks for protecting data: <ul style="list-style-type: none"> <li>❖ Secure storage of online lottery data backups;</li> <li>❖ Online Lottery data reprocessing;</li> <li>❖ Online Lottery incident reporting.</li> </ul> </li> <li>• Assists in monitoring and processing of sales for the Lotto and other future games as deemed required and necessary by the Office of the General Manager.</li> <li>• Organizes filing and storage of draw forms and attachments.</li> </ul>	
9	63	Internal Auditor IV	JG12 (SG22)	Operations Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Assists in supervising a division tasked with internal audit functions;</li> <li>• Assists and contributes to the development of plans priorities, and targets by defining standards and guiding other auditors or team of auditors within the Division, and ensuring alignment thereof with Departmental targets;</li> <li>• Provides specialized depth and/or breadth of expertise in the field of audit, and may lead functional teams to accomplish assigned tasks;</li> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <li>• Supervises the work of staff engaged in the reviews of organizational and functional activities;</li> <li>• Reviews internal audit plans;</li> <li>• Discusses internal audit plans with the concerned staff;</li> <li>• Provides a comprehensive, practical schedule of annual engagement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of training relevant to the job</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS Professional/ 2nd level eligibility with CISA</li> </ul>

						<p>coverage within general areas assigned by the Manager;</p> <ul style="list-style-type: none"> <li>• Determines areas of risk and appraises their significance in relation to operational factors of cost, schedule, and quality;</li> <li>• Classifies engagement projects as to degree of risk and significance and as to frequency of coverage;</li> <li>• Provides for flexibility in engagement schedules so as to be responsive to management's special needs;</li> <li>• Schedules projects and staff assignments so as to comply with management's needs, within the scope of the internal audit activity's overall schedule;</li> <li>• Coordinates the program when necessary with the organization's accountant;</li> <li>• Reviews and approves the purpose, scope and approach of each engagement project for the assigned areas;</li> <li>• Directs engagement projects to see that professional standards are maintained in the planning and execution and in the accumulation of information;</li> <li>• Counsels and guides staff to see that the approved engagement objectives are met and that adequate, practical coverage is achieved;</li> <li>• Reviews written internal audit reports;</li> <li>• Reviews and edits engagement communications and, in organizations with the auditor-in-charge for the assigned project, discusses the communications with appropriate management;</li> <li>• Presents oral briefing to branch-level management;</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Provides formal plans for the recruiting, selecting, training, evaluating, and supervising of staff personnel;</li> <li>• Provides mentoring and coaching for new internal auditors;</li> <li>• Develops manuals and other training aids;</li> <li>• Rates performance of audit staff;</li> <li>• Provides for a flow of communication from management to the manager and to the chief audit executive;</li> <li>• Assists in evaluating overall results of the engagements and in the oral briefing and presentation to management;</li> <li>• Provides for and performs research on engagement techniques;</li> <li>• Plans the theory and scope of the engagement, prepares an engagement work program;</li> <li>• Determines the engagement procedures to be used, including statistical sampling and the use of technology;</li> <li>• Identifies the key control points of the system;</li> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and expected performance in coordination with GTD Representative.</li> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p>	
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						<ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> </ul> <ul style="list-style-type: none"> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
10	66	Internal Auditor III	JG11 (SG18)	Operations Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <li>• Reviews agency organizational structure, staffing, administrative systems and procedures;</li> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial, manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</li> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement work program;</li> <li>• Performs comprehensive auditing work;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement,</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 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)</li> </ul>



						<p>and reviews their work for sufficiency of scope and for accuracy;</p> <ul style="list-style-type: none"> <li>• Drafts audit plans for review of immediate supervisor;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement, discussing observations and recommending corrective action to improve operations and reduce cost;</li> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Performs the monitoring of the status of implementation based on the audit recommendations and agreements reached during the exit conference</li> <li>• Follows-up actions to determine if audit recommendations have been carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the administration of engagement projects and other assigned activities;</li> <li>• Determines the direction and thrust of proposed engagement effort;</li> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery</li> </ul>	
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						<p>draw production standards and expected performance in coordination with GTD Representative.</p> <ul style="list-style-type: none"> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
11	69	Internal Auditor II	JG10 (SG15)	Operations Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <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> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Assists in the preparation of formal written communications to management;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree relevant to the job</li> <li>• <b>Experience:</b> 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 eligibility with Certified Internal Auditor (CIA)</li> </ul>

						<ul style="list-style-type: none"> <li>• Performs comprehensive auditing work;</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>• Discusses research findings with the audit team leader;</li> <li>• Drafts report on the results of audit;</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 various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and expected performance in coordination with GTD Representative.</li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
12	71	Internal Auditor V	JG12 (SG24)	Management Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Supervises a division tasked with internal audit functions;</li> <li>• Determines and sets the development, evolution and approval of long-term vision/strategy of the Division, and its alignment with the targets of the Department;</li> <li>• Contributes to the adoption and execution of processes, product or service improvements that would have impact on the Division, Department, and over-all delivery of efficient services of the Office;</li> <li>• Represents the Department and/or the Manager in various Committees and Teams of the Office by providing specialized and technical support to multiple diverse disciplines as recognized functional expert within and beyond own Department;</li> <li>• Establishes the annual goals, objectives and performance targets of the Division;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Master's degree relevant to the job</li> <li>• <b>Experience:</b> 4 years in positions involving management and supervision including at least 2 years in audit</li> <li>• <b>Training:</b> 24 hours of training in management and supervision</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)</li> </ul>



						<ul style="list-style-type: none"> <li>• Prepares a comprehensive, long-range program of engagement coverage for the location to which assigned;</li> <li>• Identifies those activities subject to engagement coverage, evaluates their significance, and assesses the degree of risk inherent in the activity in terms of cost, schedule, and quality;</li> <li>• Does final review of internal audit plans;</li> <li>• Establishes the guidelines and procedures for the guidance of the internal audit staff;</li> <li>• Establishes the related departmental structure;</li> <li>• Obtains and maintains an audit staff capable of accomplishing the internal audit function;</li> <li>• Assigns engagement areas, staff, and budget to supervisors;</li> <li>• Develops a system of cost and schedule control over engagement projects;</li> <li>• Establishes standards of performance and by review, determines if performance meets the standards;</li> <li>• Provides executive management within the assigned location with reports on engagement coverage and engagement results, and interprets those results so as to improve the engagement program and the engagement coverage;</li> <li>• Establishes and monitors accomplishment of objectives directed toward increasing the internal audit activity's ability to serve management;</li> <li>• Reviews internal audit report;</li> <li>• Determines training needs of internal audit staff;</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist</p> <p>Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and expected performance in coordination with GTD Representative.</li> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> </ul> <ul style="list-style-type: none"> <li>• Participation in the following committees:</li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Small Town Lottery Core Group (as a Permanent Alternate of the Department Manager)</li> <li>➤ Data Privacy and Protection Committee (as a Member)</li> <li>➤ Quality Management System – Risk Assessment and Review Team (as Deputy Team Head)</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> </li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
13	72	Internal Auditor IV	JG12 (SG22)	Management Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Assists in supervising a division tasked with internal audit functions;</li> <li>• Assists and contributes to the development of plans priorities, and targets by defining standards and guiding other auditors or team of auditors within the Division, and ensuring alignment thereof with Departmental targets;</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 training relevant to the job</li> <li>• <b>Eligibility:</b> RA 1080 (CPA) or CS Professional/</li> </ul>

						<ul style="list-style-type: none"> <li>• Provides specialized depth and/or breadth of expertise in the field of audit, and may lead functional teams to accomplish assigned tasks;</li> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <li>• Supervises the work of staff engaged in the reviews of organizational and functional activities;</li> <li>• Reviews internal audit plans;</li> <li>• Discusses internal audit plans with the concerned staff;</li> <li>• Provides a comprehensive, practical schedule of annual engagement coverage within general areas assigned by the Manager;</li> <li>• Determines areas of risk and appraises their significance in relation to operational factors of cost, schedule, and quality;</li> <li>• Classifies engagement projects as to degree of risk and significance and as to frequency of coverage;</li> <li>• Provides for flexibility in engagement schedules so as to be responsive to management's special needs;</li> <li>• Schedules projects and staff assignments so as to comply with management's needs, within the scope of the internal audit activity's overall schedule;</li> <li>• Coordinates the program when necessary with the organization's accountant;</li> <li>• Reviews and approves the purpose, scope and approach of each engagement project for the assigned areas;</li> <li>• Directs engagement projects to see that professional standards are maintained in</li> </ul>	2nd level eligibility with Certified Internal Auditor (CIA)
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						<p>the planning and execution and in the accumulation of information;</p> <ul style="list-style-type: none"> <li>• Counsels and guides staff to see that the approved engagement objectives are met and that adequate, practical coverage is achieved;</li> <li>• Reviews written internal audit reports;</li> <li>• Reviews and edits engagement communications and, in organizations with the auditor-in-charge for the assigned project, discusses the communications with appropriate management;</li> <li>• Presents oral briefing to branch-level management;</li> <li>• Provides formal plans for the recruiting, selecting, training, evaluating, and supervising of staff personnel;</li> <li>• Provides mentoring and coaching for new internal auditors;</li> <li>• Develops manuals and other training aids;</li> <li>• Rates performance of audit staff;</li> <li>• Provides for a flow of communication from management to the manager and to the chief audit executive;</li> <li>• Assists in evaluating overall results of the engagements and in the oral briefing and presentation to management;</li> <li>• Provides for and performs research on engagement techniques;</li> <li>• Plans the theory and scope of the engagement, prepares an engagement work program;</li> <li>• Determines the engagement procedures to be used, including statistical sampling and the use of technology;</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Identifies the key control points of the system;</li> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist</p> <p>Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and expected performance in coordination with GTD Representative.</li> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and</li> </ul>	
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						<p>balance to the computerized version prepared by RAMT Operations Clerk.</p> <ul style="list-style-type: none"> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> </li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
14	74	Internal Auditor III	JG11 (SG18)	Management Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <li>• Reviews agency organizational structure, staffing, administrative systems and procedures;</li> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial,</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 (CPA) or CS Professional/ 2nd level eligibility with</li> </ul>

						<p>manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</p> <ul style="list-style-type: none"> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement work program;</li> <li>• Performs comprehensive auditing work;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement, and reviews their work for sufficiency of scope and for accuracy;</li> <li>• Drafts audit plans for review of immediate supervisor;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement, discussing observations and recommending corrective action to improve operations and reduce cost;</li> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Performs the monitoring of the status of implementation based on the audit recommendations and agreements reached during the exit conference</li> </ul>	Certified Internal Auditor (CIA)
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						<ul style="list-style-type: none"> <li>• Follows-up actions to determine if audit recommendations have been carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the administration of engagement projects and other assigned activities;</li> <li>• Determines the direction and thrust of proposed engagement effort;</li> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and expected performance in coordination with GTD Representative.</li> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p>	
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						<ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> </li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
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15	75	Internal Auditor III	JG11 (SG18)	Management Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <li>• Reviews agency organizational structure, staffing, administrative systems and procedures;</li> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial, manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</li> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement work program;</li> <li>• Performs comprehensive auditing work;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement, and reviews their work for sufficiency of scope and for accuracy;</li> <li>• Drafts audit plans for review of immediate supervisor;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement, discussing observations and recommending corrective action to improve operations and reduce cost;</li> </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 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)</li> </ul>
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						<ul style="list-style-type: none"> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Performs the monitoring of the status of implementation based on the audit recommendations and agreements reached during the exit conference</li> <li>• Follows-up actions to determine if audit recommendations have been carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the administration of engagement projects and other assigned activities;</li> <li>• Determines the direction and thrust of proposed engagement effort;</li> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist</p> <p>Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and expected performance in coordination with GTD Representative.</li> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the</li> </ul>	
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						<p>day's lottery data extracted from the main server is complied with.</p> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> </ul> <ul style="list-style-type: none"> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
16	76	Internal Auditor III	JG11 (SG18)	Management Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <li>• Reviews agency organizational structure, staffing, administrative systems and procedures;</li> <li>• Evaluates system's effectiveness through the application of knowledge of business systems, including financial, manufacturing, engineering, procurement, and other operations, and an understanding on engagement techniques;</li> <li>• Recommends necessary staff required to complete the engagement;</li> <li>• Performs the engagement in a professional manner and in accordance with the approved engagement work program;</li> <li>• Performs comprehensive auditing work;</li> <li>• Obtains, analyzes, and appraises information as a basis for an informed, objective conclusion (opinion) on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed;</li> <li>• Directs, counsels, and instructs staff auditors assigned to the engagement,</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 (CPA) or CS Professional/ 2nd level eligibility with Certified Internal Auditor (CIA)</li> </ul>

						<p>and reviews their work for sufficiency of scope and for accuracy;</p> <ul style="list-style-type: none"> <li>• Drafts audit plans for review of immediate supervisor;</li> <li>• Makes oral or written presentations to management during and at the conclusion of the engagement, discussing observations and recommending corrective action to improve operations and reduce cost;</li> <li>• Prepares formal written communications, expressing opinions on the adequacy and effectiveness of the system and the efficiency with which activities are carried out;</li> <li>• Performs the monitoring of the status of implementation based on the audit recommendations and agreements reached during the exit conference</li> <li>• Follows-up actions to determine if audit recommendations have been carried out;</li> <li>• Appraises the adequacy of the corrective action taken to improve deficient conditions;</li> <li>• Accumulates data, maintains records, and prepares reports on the administration of engagement projects and other assigned activities;</li> <li>• Determines the direction and thrust of proposed engagement effort;</li> <li>• Performs various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery</li> </ul>	
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						<p>draw production standards and expected performance in coordination with GTD Representative.</p> <ul style="list-style-type: none"> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
17	79	Internal Auditor II	JG10 (SG15)	Management Audit	Internal Audit Services	<ul style="list-style-type: none"> <li>• Performs agency-wide audit of processes, programs, and activities; and conducts audit of branch offices nationwide;</li> <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> <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> </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 eligibility with Certified Internal Auditor (CIA)</li> </ul>

						<ul style="list-style-type: none"> <li>• Assists in the preparation of formal written communications to management;</li> <li>• Performs comprehensive auditing work;</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>• Discusses research findings with the audit team leader;</li> <li>• Drafts report on the results of audit;</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 various roles in the Lottery Draw proceedings as an observer:</li> </ul> <p>As Quality Assurance Specialist Draw Court:</p> <ul style="list-style-type: none"> <li>➤ Responsible for the inspections of draw machines/equipment and paraphernalia, assessment and verification that it meets the lottery draw production standards and</li> </ul>	
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						<p>expected performance in coordination with GTD Representative.</p> <ul style="list-style-type: none"> <li>➤ Acts as a check and balance in the draw operations activities.</li> </ul> <p>Data Center:</p> <ul style="list-style-type: none"> <li>➤ Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with.</li> </ul> <p>As Lottery Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper prize fund allocation.</li> </ul> <p>As Lottery Draw Information Specialist</p> <ul style="list-style-type: none"> <li>➤ Attests to the correctness of the winning numbers (draw results), number of winners and prize winnings in the Cotejo prepared by the Lottery Draw Information Assistant;</li> </ul> <p>As Prizes and Winners Data Specialist</p> <ul style="list-style-type: none"> <li>➤ Performs computation of the jackpot prize and other prizes in the Prizes and Winners Summary as check and balance to the computerized version prepared by RAMT Operations Clerk.</li> <li>• Participation in the Quality Management System Committee – Internal Quality Audit (IQA) Team as IQA Auditor;</li> <li>• Attendance as observer or witness to other monitoring activities as follows: <ul style="list-style-type: none"> <li>➤ Bids and Awards Committee</li> <li>➤ Lottery Draw proceedings (Pre-Draw, Draw Proper, and Post-Draw)</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li>➤ Physical Inventory of Property, Plant, &amp; Equipment and Office Supplies</li> <li>➤ Inspection and Testing of Lotto Supplies - Betslips and Thermal Paper</li> <li>➤ Inspection of Patient Transport Vehicle/Ambulance</li> <li>➤ Disposal of Assets</li> <li>➤ Inventory of Instant Sweepstakes Tickets</li> <li>➤ Inspection of Medicines</li> <li>➤ PCSO Computerized Accounting System Status Meeting</li> <li>➤ Reprocessing Activity of Logger Tapes/USB</li> </ul> <ul style="list-style-type: none"> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
18	86	Attorney IV	JG12 (SG23)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Reports directly and gets specific instructions or guidance from the Chief, Litigation and Investigation Division;</li> <li>• Assists and contributes to the development of plans priorities, and targets by defining standards and guiding other lawyers or team of lawyers within the Division, and ensuring alignment thereof with Departmental targets;</li> <li>• Provides specialized depth and/or breadth of expertise in the field of law, and may lead functional teams to accomplish assigned tasks;</li> <li>• Assists the Division Chief in the following: Accounts Recovery, Litigation and Arbitration Unit <ul style="list-style-type: none"> <li>a) Drafting and preparation pleadings, motions and other court processes in connection with cases that are instituted by the Office against:</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor of Laws</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>



						<ul style="list-style-type: none"> <li>i. Defaulted authorized sellers, agents, and distributors of Lotto and Digit Games, Traditional Sweepstakes, Paper Instant Games (Scratch-It), Small Town Lottery, and similar activities;</li> <li>ii. Fraudulent claimants of lotto/traditional sweepstakes/hybrid instant sweepstakes/STL winnings;</li> <li>iii. Clientele asking for financial assistance who submits fictitious/falsified documents;</li> <li>iv. Advertising service providers who collect from PCSO based on forged or falsified documents; against erring officials and employees, among others;</li> <li>b) Assists, attends or closely coordinates with the handling lawyer of the Office of the Government Corporate Counsel on important civil cases of the PCSO;</li> <li>c) Appears as collaborating counsel with the handling lawyer of the Office of the Government Corporate Counsel on important cases involving operation-related matters;</li> <li>d) Attends and monitors status of on-going cases/complaints before the courts, Office of the Ombudsman, ARTA, Presidential Anti-Crime and Corruption, Presidential Complaint Center (Contact Center ng Bayan);</li> <li>e) Assists in the initiation of investigations, in collaboration with law enforcement agencies, prosecution; and attendance in hearings of persons involved in illegal gambling activities and/or unauthorized use of name, heraldic devices and derivatives, and lottery games of the Office commercially/private purposes;</li> </ul>	
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						<p>Investigation &amp; Prosecution Unit</p> <p>f) Assists in the conduct of fact-finding or preliminary investigations of administrative complaints filed against officials and employees of the PCSO and renders Resolutions/Reports and makes recommendations thereon for review and approval of the Department Manager;</p> <p>g) Appears as Assistant Prosecutor in the prosecution of administrative, civil criminal cases of the Office, under the control of the Public Prosecutor;</p> <p>Gaming Legal Services &amp; Anti-Fraud Unit</p> <p>h) Assist in the evaluation preparation of gaming and service provider contracts and agreements of the Office and provides technical assistance to Gaming Evaluation Committee and Contract Evaluation Group for the purpose of complying with applicable laws, rules, and regulations;</p> <p>i) Assists in the conduct of initial investigations on fraudulent sweepstakes and lotto claims and makes recommendation/s on the proper action to be taken thereon to the Department Manager.</p> <ul style="list-style-type: none"> <li>• Provides notarial services in official documents and contracts of the Office;</li> <li>• Assigned to perform support functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>• Perform other functions as may be deemed necessary.</li> </ul>	
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19	87	Attorney IV	JG12 (SG23)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Reports directly and gets specific instructions or guidance from the Chief, Litigation and Investigation Division;</li> <li>• Assists and contributes to the development of plans priorities, and targets by defining standards and guiding other lawyers or team of lawyers within the Division, and ensuring alignment thereof with Departmental targets;</li> <li>• Provides specialized depth and/or breadth of expertise in the field of law, and may lead functional teams to accomplish assigned tasks;</li> <li>• Assists the Division Chief in the following: Accounts Recovery, Litigation and Arbitration Unit               <ul style="list-style-type: none"> <li>a. Drafting and preparation pleadings, motions and other court processes in connection with cases that are instituted by the Office against:                   <ol style="list-style-type: none"> <li>1) Defaulted authorized sellers, agents, and distributors of Lotto and Digit Games, Traditional Sweepstakes, Paper Instant Games (Scratch-It), Small Town Lottery, and similar activities;</li> <li>2) Fraudulent claimants of lotto/traditional sweepstakes//hybrid instant sweepstakes/STL winnings;</li> <li>3) Clientele asking for financial assistance who submits fictitious/falsified documents;</li> <li>4) Advertising service provides who collect from PCSO based on forged or falsified documents; against erring officials and employees, among others;</li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor of Laws</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>
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						<ul style="list-style-type: none"> <li><b>b.</b> Assists, attends or closely coordinates with the handling lawyer of the Office of the Government Corporate Counsel on important civil cases of the PCSO;</li> <li><b>c.</b> Appears as collaborating counsel with the handling lawyer of the Office of the Government Corporate Counsel on important cases involving operation-related matters;</li> <li><b>d.</b> Attends and monitors status of on-going cases/complaints before the courts, Office of the Ombudsman, ARTA, Presidential Anti-Crime and Corruption, Presidential Complaint Center (Contact Center ng Bayan);</li> <li><b>e.</b> Assists in the initiation of investigations, in collaboration with law enforcement agencies, prosecution; and attendance in hearings of persons involved in illegal gambling activities and/or unauthorized use of name, heraldic devices and derivatives, and lottery games of the Office commercially/private purposes;</li> </ul> <p>Investigation &amp; Prosecution Unit</p> <ul style="list-style-type: none"> <li><b>f.</b> Assists in the conduct of fact-finding or preliminary investigations of administrative complaints filed against officials and employees of the PCSO and renders Resolutions/Reports and makes recommendations thereon for review and approval of the Department Manager;</li> <li><b>g.</b> Appears as Assistant Prosecutor in the prosecution of administrative, civil criminal cases of the Office, under the control of the Public Prosecutor;</li> </ul> <p>Gaming Legal Services &amp; Anti-Fraud Unit</p>	
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						<ul style="list-style-type: none"> <li>h. Assist in the evaluation preparation of gaming and service provider contracts and agreements of the Office and provides technical assistance to Gaming Evaluation Committee and Contract Evaluation Group for the purpose of complying with applicable laws, rules, and regulations;</li> <li>i. Assists in the conduct of initial investigations on fraudulent sweepstakes and lotto claims and makes recommendation/s on the proper action to be taken thereon to the Department Manager.</li> <li>• Provides notarial services in official documents and contracts of the Office;</li> <li>• Assigned to perform support functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>• Perform other functions as may be deemed necessary.</li> </ul>	
20	90	Legal Officer III	JG11 (SG20)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Reports directly and gets specific instructions or guidance from the Chief, Litigation and Investigation Division;</li> <li>• Assists the Division Chief and senior lawyers, as follows: <ul style="list-style-type: none"> <li>a) Conducts researches and studies of applicable laws, rules, regulations, doctrines, principles or jurisprudence that may aid in the investigation, prosecution and litigation of cases;</li> <li>b) Prepares correspondences, notices, affidavits and other legal forms;</li> <li>c) Drafts and helps prepare pleadings, motions and other court processes in connection with cases that are instituted against defaulting</li> </ul> </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>

						<p>seller/agents; against fraudulent claimants of lotto/sweepstakes winnings; against patients asking for financial assistance who submits fictitious/falsified documents; against advertising agencies who collect from PCSO based on forged or falsified documents; against erring officials and employees, among others;</p> <p><b>d)</b> Coordinates with handling lawyer of the Office of the Government Corporate Counsel or Public Prosecutors on important cases of the PCSO;</p> <p><b>e)</b> Appears as Assistant Prosecutor in the prosecution of administrative, civil criminal cases of the Office, under the control of the Public Prosecutor;</p> <ul style="list-style-type: none"> <li>Provides support to senior lawyers in the following: <ul style="list-style-type: none"> <li><b>a)</b> Conduct of fact-finding or preliminary investigations or in of administrative complaints filed against officials and employees of the PCSO and renders Resolutions/Reports and makes recommendations thereon for review and approval of the Department Manager;</li> <li><b>b)</b> Conduct of initial investigations on fraudulent sweepstakes and lotto claims and makes recommendation/s on the proper action to be taken thereon to the Department Manager.</li> </ul> </li> <li>Assigned to perform functions in the daily holding and conduct of lottery</li> </ul>	
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						draws, as may be determined by the General Manager; <ul style="list-style-type: none"> <li>• Performs other related duties as may be necessary.</li> </ul>	
21	91	Legal Assistant II	JG8 (SG12)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>• Reports directly and gets specific instructions or guidance from the Chief, Litigation and Investigation Division;</li> <li>• Logs, monitors, and routes status of all pending cases instituted in the Office of the Prosecutor and Courts and quasi-judicial bodies including resolved cases;</li> <li>• Assists and logs walk-in complainants and reports relating to:             <ol style="list-style-type: none"> <li>a) Fraudulent “ambulance, guarantee letters, and winning lotto/sweepstakes/ instant paper game/STL tickets” scams;</li> <li>b) Unauthorized promotion and commercial marketing of lotteries of the Office thru SMS messages, electronic mails, social media posts and/or reports of illegal numbers games competing with PCSO games competing numbers games by unscrupulous groups and individuals for investigation and appropriate legal action.</li> </ol> </li> <li>• Assists lawyers 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 and logs documents such as memoranda, certification, request for legal opinions and comments, board</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>

						<p>resolution and other papers for notation, signature, information and appropriate action of the Division;</p> <ul style="list-style-type: none"> <li>Assigned to perform functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
22	92	Stenographer II	JG5 (SG6)	Litigation & Investigation Division	Legal Department	<ul style="list-style-type: none"> <li>Reports directly and gets specific instructions or guidance from the Chief, Litigation and Investigation Division;</li> <li>Takes down stenographic notes during investigations on falsified tickets, administrative investigations, hearings on administrative cases; transcribe in final forms the stenographic reports and certifies to the truth thereof;</li> <li>Takes stenographic notes and prepares letters, memoranda and other official correspondences made by the Department Manager and the lawyers of the Department;</li> <li>Receives and attends to callers having official business with the Division/Department;</li> <li>Assigned to perform functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</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> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>
23	94	Attorney IV	JG12 (SG23)	Business & Legal Advisory Division	Legal Department	<ul style="list-style-type: none"> <li>Reports directly and gets specific instructions or guidance from the Chief, Business and Legal Advisory Division;</li> <li>Assists and contributes to the development of plans priorities, and targets by defining standards and</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor of Laws</li> <li><b>Experience:</b> 2 years of relevant experience</li> <li><b>Training:</b> 8 hours of relevant training</li> </ul>



						<p>guiding other lawyers or team of lawyers within the Division, and ensuring alignment thereof with Departmental targets;</p> <ul style="list-style-type: none"> <li>• Provides specialized depth and/or breadth of expertise in the field of law, and may lead functional teams to accomplish assigned tasks;</li> <li>• Assists the Division Chief in the following:</li> </ul> <p>Business Support Services Unit</p> <ul style="list-style-type: none"> <li>• Assists in the preparation of pleadings to be filed before the Civil Service Commission (CSC) relative to reassignment, disapproved and invalidated appointments as well as recall of validation of appointments; and explanations and justifications for audit observation memoranda notice of disallowances, and decisions of the Commission on Audit (COA), among others;</li> <li>• Provides technical support to multiple diverse functional teams or Committees of the Office as Secretariat and/or TWG.</li> </ul> <p>Legal Advisory Unit</p> <ul style="list-style-type: none"> <li><b>a)</b> Renders opinions, legal advices or comments/feedback on legal issues/queries concerning: <ul style="list-style-type: none"> <li>i. Charity Programs;</li> <li>ii. Procurement projects and activities;</li> <li>iii. Personnel concerns such as, but not limited to, reassignment, resignation, recall of validation of appointments, invalidated appointments, disapproved appointments, etc.;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> RA 1080</li> </ul>
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						<ul style="list-style-type: none"> <li>iv. Gaming concerns on Lotto and Digit Games; Traditional Sweepstakes: Instant Paper Games: Small Town Lottery, and similar activities; and</li> <li>v. Daily operations of the Main Office, Sectors, Departments, Branches, and other Offices;</li> <li><b>b)</b> Prepares relevant and required documents and papers to government offices on matters relating to PCSO operations, delivery of charity services and fund provision</li> </ul> <p>Administrative, Contract &amp; Records Management Unit</p> <ul style="list-style-type: none"> <li><b>c)</b> Coordinates and prepares the following contracts/agreements: <ul style="list-style-type: none"> <li>i. Memorandum of Agreement (MOA) for personnel concerns such as for Job Order, Consultancy Service, Confidential Agents; including Non-Disclosure Agreement and Undertaking for the private practice of officials and employees' professions;</li> <li>ii. Contracts/agreements that may/to be entered into by the PCSO with other government agencies or private corporations/individuals relating to lease, usufruct, charity concerns such as MOA for PCSO's Institutional Partnership Programs (IPP), donation of Patient Transport Vehicle (PTV), ambulance donation and gaming concerns for lotto and Small Town Lottery (STL) Agency and Cash Bond Agreement;</li> <li>iii. Contracts/agreements to be entered into by the PCSO with other</li> </ul> </li> </ul>	
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						<p>government agencies covering the lease/usufruct of real property/office space, racing sponsorships, among others;</p> <ul style="list-style-type: none"> <li><b>d)</b> Evaluates and checks the correctness of pro-forma contracts prepared by office staff (for Job Order, Consultants and Confidential Agents) before submission to the Division Chief/Department Manager, for final review.</li> <li>• As designated by the Department Manager due to lack of lawyers, performs additional functions as: <ul style="list-style-type: none"> <li><b>a)</b> Assistant Prosecutor in administrative proceedings against erring officials and employees before the PCSO Investigating Committee;</li> <li><b>b)</b> Assists in the conduct fact-finding investigation and prepares Investigation Report and Recommendation</li> <li><b>c)</b> Appears in judicial and quasi-judicial hearings, as may be necessary;</li> <li><b>d)</b> Assists in the preparation of pleadings to be filed before the Civil Service Commission (CSC) relative to reassignment, disapproved and invalidated appointments as well as recall of validation of appointments; and explanations and justifications for audit observation memoranda notice of disallowances, and decisions of the Commission on Audit (COA), among others;</li> </ul> </li> </ul>	
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						<p>e) Provides technical support to multiple diverse functional teams or Committees of the Office as Secretariat and/or TWG.</p> <ul style="list-style-type: none"> <li>Assigned to perform functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>Performs such other related functions as may be deemed necessary.</li> </ul>	
24	97	Legal Officer IV	JG12 (SG22)	Business & Legal Advisory Division	Legal Department	<ul style="list-style-type: none"> <li>Reports directly and gets specific instructions or guidance from the Chief, Business and Legal Advisory Division;</li> <li>Assists and contributes to the development of plans priorities, and targets by defining standards and guiding other lawyers or team of lawyers within the Division, and ensuring alignment thereof with Departmental targets;</li> <li>Provides specialized depth and/or breadth of expertise in the field of law, and may lead functional teams to accomplish assigned tasks;</li> <li>Assists the Division Chief in the following: Business Support Services Unit</li> <li>Assists in the preparation of pleadings to be filed before the Civil Service Commission (CSC) relative to reassignment, disapproved and invalidated appointments as well as recall of validation of appointments; and explanations and justifications for audit observation memoranda notice of disallowances, and decisions of the Commission on Audit (COA), among others;</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>

						<ul style="list-style-type: none"> <li>• Provides technical support to multiple diverse functional teams or Committees of the Office as Secretariat and/or TWG.</li> </ul> <p>Legal Advisory Unit</p> <ul style="list-style-type: none"> <li><b>a)</b> Renders opinions, legal advices or comments/feedback on legal issues/queries concerning: <ul style="list-style-type: none"> <li>i. Charity Programs;</li> <li>ii. Procurement projects and activities;</li> <li>iii. Personnel concerns such as, but not limited to, reassignment, resignation, recall of validation of appointments, invalidated appointments, disapproved appointments, etc.;</li> <li>iv. Gaming concerns on Lotto and Digit Games; Traditional Sweepstakes: Instant Paper Games: Small Town Lottery, and similar activities; and</li> <li>v. Daily operations of the Main Office, Sectors, Departments, Branches, and other Offices;</li> </ul> </li> <li><b>b)</b> Prepares relevant and required documents and papers to government offices on matters relating to PCSO operations, delivery of charity services and fund provision</li> </ul> <p>Administrative, Contract &amp; Records Management Unit</p> <ul style="list-style-type: none"> <li><b>c)</b> Coordinates and prepares the following contracts/agreements: <ul style="list-style-type: none"> <li>i. Memorandum of Agreement (MOA) for personnel concerns such as for Job Order, Consultancy Service, Confidential Agents; including Non-Disclosure</li> </ul> </li> </ul>	
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						<p>Agreement and Undertaking for the private practice of officials and employees' professions;</p> <p>ii. Contracts/agreements that may/to be entered into by the PCSO with other government agencies or private corporations/individuals relating to lease, usufruct, charity concerns such as MOA for PCSO's Institutional Partnership Programs (IPP), donation of Patient Transport Vehicle (PTV), ambulance donation and gaming concerns for lotto and Small Town Lottery (STL) Agency and Cash Bond Agreement;</p> <p>iii. Contracts/agreements to be entered into by the PCSO with other government agencies covering the lease/usufruct of real property/office space, racing sponsorships, among others;</p> <p>iv. Evaluates and checks the correctness of pro-forma contracts prepared by office staff (for Job Order, Consultants and Confidential Agents) before submission to the Division Chief/Department Manager, for final review.</p> <ul style="list-style-type: none"> <li>• As designated by the Department Manager due to lack of lawyers, performs additional functions as: <ul style="list-style-type: none"> <li>a) Assistant Prosecutor in administrative proceedings against erring officials and employees before the PCSO Investigating Committee;</li> </ul> </li> </ul>	
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						<ul style="list-style-type: none"> <li><b>b)</b> Assists in the conduct fact-finding investigation and prepares Investigation Report and Recommendation;</li> <li><b>c)</b> Appears in judicial and quasi-judicial hearings, as may be necessary;</li> <li>• Assigned to perform functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>• Performs such other related functions as may be deemed necessary.</li> </ul>	
25	98	Legal Officer III	JG11 (SG20)	Business & Legal Advisory Division	Legal Department	<ul style="list-style-type: none"> <li>• Reports directly and gets specific instructions or guidance from the Chief, Business and Legal Advisory Division;</li> <li>• Assists the Chief, Business and Legal Advisory Division and senior lawyers, as follows: <ul style="list-style-type: none"> <li><b>a)</b> Conducts researches and studies of applicable laws, rules, regulations, doctrines, principles or jurisprudence that may aid in the review of legal issues/queries concerning the operations of any of the PCSO offices, Departments; lotto, sweepstake, instant paper games, and Small Town Lottery sellers/agents, provision for charity services; compliance with industry standards; applicable laws, rules, regulations; and applicable jurisprudence from judicial and/or quasi-judicial bodies;</li> <li><b>b)</b> Drafts legal opinions &amp; advices on matters referred by the Board, by the Management &amp; other Departments;</li> </ul> </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>

						<ul style="list-style-type: none"> <li>c) Drafts pro-forma contracts and agreements &amp; other legal documents of the Office;</li> <li>d) Coordinates with the OGCC all matters pertaining to legal opinion and contract preparation relating to lotto, sweepstake, instant paper games, and Small Town Lottery sellers/agents, and similar activities; and charity services of the Office;</li> <li>e) Prepares transmittals, correspondences, affidavits and other legal forms relating to Lotto, Traditional Sweepstake, Instant paper games, and Small Town Lottery sellers/agents, and similar activities; and charity services of the Office, as may be directed;</li> <li>f) Proofreads contracts and other pertinent documents.</li> <li>• Assigned to perform functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
26	100	Clerk IV	JG6 (SG8)	Business & Legal Advisory Division	Legal Department	<ul style="list-style-type: none"> <li>• Reports directly and gets specific instructions or guidance from the Chief, Business and Legal Advisory Division;</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</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>



						<p>released to the concerned departments for proper monitoring and easy reference;</p> <ul style="list-style-type: none"> <li>• Provides clerical support in the notarization and recording thereof, as follows: <ul style="list-style-type: none"> <li><b>a.</b> Gaming activities: <ul style="list-style-type: none"> <li>– Lotto agency agreements and renewals;</li> <li>– Keno agency agreements and renewals;</li> <li>– Small Town Lottery agency agreements and renewals;</li> <li>– Instant Paper game distributorship agreements and renewals;</li> <li>– Sweepstakes Partner Tayo agreements and renewals.</li> <li>– Service provider and supply contracts:</li> <li>– Equipment Lease agreements and renewals;</li> <li>– Office Supply contracts;</li> <li>– Our-sourced services (security guards and janitors)</li> <li>– Others.</li> </ul> </li> <li><b>b.</b> Charity programs and activities: <ul style="list-style-type: none"> <li>– MOA with Institutional Partners;</li> <li>– Donation of ambulances;</li> <li>– Donation of medical equipment;</li> <li>– Donation of medicines;</li> <li>– MOA for grant of endowment fund;</li> <li>– MOA for calamity assistance; and</li> <li>– Other charity programs.</li> </ul> </li> <li><b>c.</b> Other contracts/agreements of PCSO.</li> </ul> </li> <li>• Assists lawyer-notaries in the recording, logging and release of official notarized documents of PCSO including submission of Notarial Register to the</li> </ul>	
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						<p>Office of the Clerk of Court where PCSO Head Office is located;</p> <ul style="list-style-type: none"> <li>Assists lawyers on marking, collating, reproducing supporting documents/annexes for appeals, including various attachments;</li> <li>Obtains office supplies from the Supply Management Office;</li> <li>Assigned to perform functions in the daily holding and conduct of lottery draws, as may be determined by the General Manager;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
27	109	Department Manager III	JG15 (SG26)	Office of the Department Manager	Gaming Technology Department	<ul style="list-style-type: none"> <li>Acts as the Agency expert on matters pertaining to Lottery Gaming Technology and Operations;</li> <li>The most senior level position of the department with function primarily involved in the development, evolution and approval of long-term vision/strategy for the Gaming Technology Department</li> <li>Directs, plan, organize and manages activities of the Lottery Operations;</li> <li>Develops strategies and policies with long-term impact for the entire department;</li> <li>Monitors the draw activities, analyses and implements plans based on the existing and future requirements aligned with the lottery stakeholders' satisfaction.</li> <li>Ensure the conduct and management of the draw procedures is in accordance with PCSO's Quality Management System (ISO 9001:2015 certified)</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>

						<ul style="list-style-type: none"> <li>• Coordinates and steers the entire department towards the accomplishment of objectives and goals as aligned by our Agency's Mission, in accordance with globally established standards in the Lottery Industry;</li> <li>• Utilizes available resources to implement the organizations strategies.</li> <li>• Continuously reviews existing gaming policies and recommends to the General Manager (GM) and the Board of Directors, in behalf of the AGM for GPDMS relevant revisions/amendments/modifications on said policies;</li> <li>• Plans, coordinates, directs and supervises implementation of the ISO standards and activities for the Divisions of the Department, as follows: <ul style="list-style-type: none"> <li>➢ Data Center Division</li> <li>➢ Draw Operations Divisions</li> <li>➢ Creatives Divisions</li> </ul> </li> <li>• Oversees the conduct of Lottery research and development activities and recommends to management the design, introduction and/or implementation of innovative technologies and more exciting games in various formats of conduct of lottery draws to further increase sales and revenue of the Office;</li> <li>• Directs the effective and efficient conduct of draw operations of all offline and online games of the PCSO;</li> <li>• Leads the department in the management of applicable internal control measures, surveillance, security</li> </ul>	
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						<p>policies and procedures of the online lottery games data systems to ensure accuracy, security, credibility, and integrity of the information;</p> <ul style="list-style-type: none"> <li>• Reviews, develops, recommends and implements policies, guidelines, and procedures in the implementation of offline, online and other games of PCSO to ensure the effective and efficient draw operations;</li> <li>• Establishes efficient feedback mechanism between the Gaming Technology Department and the Office of the AGM for Gaming, Product Development and Marketing Sector relative to the operations of the Department;</li> <li>• Institutes contingency plans in the event of unexpected/unavoidable incidents in the conduct of draws for the lotto and other games of the Office;</li> <li>• Ensures coordination of activities with the Philippine Racing Commission and other institutions/agencies relative to the schedules of the Sweepstakes draws and sponsored races;</li> <li>• Ensures the strict implementation of existing policies, Implementing Rules and Regulations (IRR) regarding the conduct of draws;</li> <li>• Directs, oversees, and reviews the preparation and timely submission of reports of the Department;</li> <li>• Ensures the preparation of plans and budgets for the operations of the Department;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
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28	111	Technical Assistant B	JG11 (SG20)	Office of the Department Manager	Gaming Technology Department	<ul style="list-style-type: none"> <li>Assists the Department Manager and Technical Assistant A in the performance of the functions and responsibilities at the Office of the Manager;</li> <li>Resolves technical issues within the department and escalate complex issues to the technical Assistant A for speedy resolution.</li> <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/Divisions/Units regarding assignments of personnel for the draw;</li> <li>Manages the requisition/procurement of supplies and equipment for the Department;</li> <li>Prepares various communications, technical reports and PowerPoint Presentations as instructed;</li> <li>Collaborates with the Technical Assistant A in monitoring and ensuring the accomplishment of targets/directives with the specified timeline/deadline;</li> <li>Takes an active role in the review of existing work processes for continuous improvement based on the approved standards set by the Agency;</li> <li>Assist in the consolidation of all financial reports and budget proposals submitted by the Departments;</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>
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						<ul style="list-style-type: none"> <li>• Reviews all vouchers, disbursements and other documents prior to submission to the Assistant General Manager;</li> <li>• Performs primary or support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary;</li> </ul>	
29	126	Communications Development Officer II	JG10 (SG15)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Monitors communications equipment used in the lottery operations.</li> <li>• Performs required maintenance on communications equipment.</li> <li>• Resolves problems using the approved solutions and procedures;</li> <li>• Leads small project teams and provides informal guidance to junior staffs;</li> <li>• Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with;</li> <li>• Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper fund allocation (charity, prizes and operating funds).</li> <li>• Troubleshoots problems in the communications equipment (front end system).</li> <li>• Coordinates with telecom providers when link problems occur.</li> <li>• Sets up workstations for communication network monitoring and problem log database update.</li> <li>• Checks and updates current communication problems listed on the problem log database.</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>

						<ul style="list-style-type: none"> <li>• Coordinates with agents who need assistance to accurately diagnose the problem or resolve the problem through step-by-step instructions.</li> <li>• Makes follow-ups through email or call to telecommunications carriers of the current communication problems listed on the problem log database.</li> <li>• Attends scheduled online lottery draws conducted at the PCSO Data Center RAMT, Makati Data Center, and Cebu Data Center.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Participates in the orderly and timely conduct of Start-of Day (SOD), End-of Day (EOD) and Data Restoration operations of the Data Center.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit of Lottery Agent's profile.</li> <li>• Maintains and monitors the Seller's Certification Database.</li> <li>• Performs related duties as assigned.</li> </ul>	
30	130	Communications Development Officer II	JG10 (SG15)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Monitors communications equipment used in the lottery operations.</li> <li>• Performs required maintenance on communications equipment.</li> <li>• Resolves problems using the approved solutions and procedures;</li> <li>• Leads small project teams and provides informal guidance to junior staffs;</li> <li>• Attests to the correct and sequential execution of the data center procedures and ensures that sealing of the media storage containing the day's lottery data extracted from the main server is complied with;</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>

						<ul style="list-style-type: none"> <li>• Attests to the veracity of the sales data generated at system close, computes for the jackpot prize for each game draw and ensures proper fund allocation (charity, prizes and operating funds).</li> <li>• Troubleshoots problems in the communications equipment (front end system).</li> <li>• Coordinates with telecom providers when link problems occur.</li> <li>• Sets up workstations for communication network monitoring and problem log database update.</li> <li>• Checks and updates current communication problems listed on the problem log database.</li> <li>• Coordinates with agents who need assistance to accurately diagnose the problem or resolve the problem through step-by-step instructions.</li> <li>• Makes follow-ups through email or call to telecommunications carriers of the current communication problems listed on the problem log database.</li> <li>• Attends scheduled online lottery draws conducted at the PCSO Data Center RAMT, Makati Data Center, and Cebu Data Center.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Participates in the orderly and timely conduct of Start-of Day (SOD), End-of Day (EOD) and Data Restoration operations of the Data Center.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit of Lottery Agent's profile.</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Maintains and monitors the Seller's Certification Database. Performs related duties as assigned.</li> </ul>	
31	135	Computer Operator IV	JG9 (SG14)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Participates in the orderly and timely conduct of Start-of Day (SOD), End-of Day (EOD) and Data Restoration operations of the Data Center.</li> <li>• Performs configuration activities in the system for all terminals;</li> <li>• Documents in real time the lottery draw activities from pre- draw to post draw such as inspection of draw machines. weighing of draw balls, key-in of winning numbers, draw results of each of the lottery game draw and other draw related information;</li> <li>• Checks and verifies data in the draw documents before distribution to other GTD Divisions and Representatives as part of their output/documentary requirements.</li> <li>• Troubleshoots agent's technical problems through acquired knowledge and experience;</li> <li>• Monitors the system for errors. Searches for problematic transactions.</li> <li>• Performs system backup at the end of the day. Generates system reports.</li> <li>• Provides data and other information required by the management and different units for financial reports and study.</li> <li>• Develops simple software library for reuse.</li> <li>• Assists in data restoration, back-up procedures and security and storage of all data and information.</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 of relevant training</li> <li>• <b>Eligibility:</b> CS Subprofessional/ First Level Eligibility</li> </ul>

						<ul style="list-style-type: none"> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Ensures that the developed online draw procedures are implemented and observed.</li> <li>• Prepares Monthly Reports on Agency Accounting Summary, Agency Draw Sales Summary and Number of Agents and Terminals Reports.</li> <li>• Properly labels transaction tapes for SOD and EOD.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit Lottery Agent's profile.</li> <li>• Performs related duties as assigned.</li> </ul>	
32	138	Communications Equipment Operator V	JG9 (SG13)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Responds to the inquiries of agents, personnel and computer technician, which include troubleshooting assistance, problem updates, terminal line and poll information and other subject pertaining to online operations.</li> <li>• Prepares and submits report to DC in the event of major outages such as communication main link problems, power outages of large areas, systems problem and telecom carrier facility enhancement that disrupt the operations of several or many outlets and also discuss to Data Center Head for agent's problems that need his attention.</li> <li>• Ensures the integrity and accuracy of the conduct of the online lottery draws.</li> <li>• Documents in real time the lottery draw activities from pre- draw to post draw such as inspection of draw machines. weighing of draw balls, key-in of winning numbers, draw results of each of the lottery game draw and other draw related information;</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 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>

						<ul style="list-style-type: none"> <li>• Checks and verifies data in the draw documents before distribution to other GTD Divisions and Representatives as part of their output/documentary requirements.</li> <li>• Troubleshoots agent's technical problems through acquired knowledge and experience;</li> <li>• Checks hourly console logs to preempt incident/s of failure.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Ensures that the developed online draw procedures are implemented and observed.</li> <li>• Maintains and monitors accurately and in a timely manner the Lottery Winning Information Database.</li> <li>• Prepares and submits reports (Drawn Sales Reports/Daily Sales Report) which are 100% accurate and submitted on the prescribed period.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit Agent's profile.</li> <li>• Performs related duties as assigned.</li> </ul>	
33	141	Communications Equipment Operator V	JG9 (SG13)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Responds to the inquiries of agents, personnel and computer technician, which include troubleshooting assistance, problem updates, terminal line and poll information and other subject pertaining to online operations.</li> <li>• Prepares and submits report to DC in the event of major outages such as communication main link problems, power outages of large areas, systems problem and telecom carrier facility enhancement that disrupt the operations of several or many outlets and also</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 relevant experience</li> <li>• <b>Training:</b> 16 hours relevant training</li> <li>• <b>Eligibility:</b> Communications</li> </ul>

						<p>discuss to Data Center Head for agent's problems that need his attention.</p> <ul style="list-style-type: none"> <li>• Ensures the integrity and accuracy of the conduct of the online lottery draws.</li> <li>• Documents in real time the lottery draw activities from pre- draw to post draw such as inspection of draw machines, weighing of draw balls, key-in of winning numbers, draw results of each of the lottery game draw and other draw related information;</li> <li>• Checks and verifies data in the draw documents before distribution to other GTD Divisions and Representatives as part of their output/documentary requirements.</li> <li>• Troubleshoots agent's technical problems through acquired knowledge and experience;</li> <li>• Checks hourly console logs to preempt incident/s of failure.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Ensures that the developed online draw procedures are implemented and observed.</li> <li>• Maintains and monitors accurately and in a timely manner the Lottery Winning Information Database.</li> <li>• Prepares and submits reports (Drawn Sales Reports/Daily Sales Report) which are 100% accurate and submitted on the prescribed period.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit Agent's profile.</li> <li>• Performs related duties as assigned.</li> </ul>	Equipment Operator (MC 10, s. 2013-Cat. II)
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34	144	Communications Equipment Operator V	JG9 (SG13)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Responds to the inquiries of agents, personnel and computer technician, which include troubleshooting assistance, problem updates, terminal line and poll information and other subject pertaining to online operations.</li> <li>• Prepares and submits report to DC in the event of major outages such as communication main link problems, power outages of large areas, systems problem and telecom carrier facility enhancement that disrupt the operations of several or many outlets and also discuss to Data Center Head for agent's problems that need his attention.</li> <li>• Ensures the integrity and accuracy of the conduct of the online lottery draws.</li> <li>• Documents in real time the lottery draw activities from pre- draw to post draw such as inspection of draw machines. weighing of draw balls, key-in of winning numbers, draw results of each of the lottery game draw and other draw related information;</li> <li>• Checks and verifies data in the draw documents before distribution to other GTD Divisions and Representatives as part of their output/documentary requirements.</li> <li>• Troubleshoots agent's technical problems through acquired knowledge and experience;</li> <li>• Checks hourly console logs to preempt incident/s of failure.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</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 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>
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						<ul style="list-style-type: none"> <li>• Ensures that the developed online draw procedures are implemented and observed.</li> <li>• Maintains and monitors accurately and in a timely manner the Lottery Winning Information Database.</li> <li>• Prepares and submits reports (Drawn Sales Reports/Daily Sales Report) which are 100% accurate and submitted on the prescribed period.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit Agent's profile.</li> <li>• Performs related duties as assigned.</li> </ul>	
35	148	Communications Equipment Operator III	JG7 (SG9)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Responds to agents, telecommunication carrier personnel and computer technician's inquiries, which include troubleshooting assistance, problem updates, terminal line and poll information and other subject pertaining to online operations.</li> <li>• Makes a report to Data Center Head in the event of major outages such as communication main link problems, power outages of large areas, systems problem and telecom carrier facility enhancement that disrupt the operations of several or many outlets and also discuss to Data Center Head for agents' problems that need his attention.</li> <li>• Performs in the conduct of Online Draw Operation.</li> <li>• Performs video documentation of all pre-draw/draw/post- draw activities.</li> <li>• Prepares all draw documents needed for all On-line Lottery Draws</li> <li>• Ensures the integrity and accuracy of the conduct of the online lottery draws.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit Agent's profile.</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> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> Communications Equipment Operator (MC 10, s. 2013-Cat. II)</li> </ul>

						<ul style="list-style-type: none"> <li>• Performs blocking and unblocking of lotto terminals.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Performs related duties as assigned.</li> </ul>	
36	150	Communications Equipment Operator III	JG7 (SG9)	Data Center Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Responds to agents, telecommunication carrier personnel and computer technician's inquiries, which include troubleshooting assistance, problem updates, terminal line and poll information and other subject pertaining to online operations.</li> <li>• Makes a report to Data Center Head in the event of major outages such as communication main link problems, power outages of large areas, systems problem and telecom carrier facility enhancement that disrupt the operations of several or many outlets and also discuss to Data Center Head for agents' problems that need his attention.</li> <li>• Performs in the conduct of Online Draw Operation.</li> <li>• Performs video documentation of all pre-draw/draw/post-draw activities.</li> <li>• Prepares all draw documents needed for all On-line Lottery Draws</li> <li>• Ensures the integrity and accuracy of the conduct of the online lottery draws.</li> <li>• Performs Add, Pullout, Reinstall, Delete and Edit Agent's profile</li> <li>• Performs blocking and unblocking of lotto terminals.</li> <li>• Participates in the actual conduct of the online lottery draw proceedings at the RAMT and/or Data Center.</li> <li>• Performs related duties as assigned.</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> 1 year of relevant experience</li> <li>• <b>Training:</b> 4 hours of relevant training</li> <li>• <b>Eligibility:</b> Communications Equipment Operator (MC 10, s. 2013-Cat. II)</li> </ul>

37	155	Draw Operations Officer III	JG11 (SG18)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Prepares documents for all draws and games; Resolves complex problems with rationalized solutions;</li> <li>• Handles the coordination and recommendation of game evaluation proposal to the Gaming Evaluation Committee relative to draw equipment and other related draw accessories;</li> <li>• Assists in the actual conduct of the draws and game procedures and make necessary recommendations for its improvement to the next higher officer in the Division;</li> <li>• Implements approved draw protocols, rules, regulations and guidelines for all lottery draws;</li> <li>• Assists in supervising the performance, conduct and attendance of personnel in the Division;</li> <li>• Handles the preparation and encoding of draw documents for all games during draw activities;</li> <li>• Keeps records of all draws and games conducted;</li> <li>• Conducts research and development of draw protocols and guidelines;</li> <li>• Handles the briefing of draw procedures during pre-draw activities;</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>
38	156	Draw Operations Officer III	JG11 (SG18)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Prepares documents for all draws and games; Resolves complex problems with rationalized solutions;</li> <li>• Handles the coordination and recommendation of game evaluation proposal to the Gaming Evaluation Committee relative to draw equipment and other related draw accessories;</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>



						<ul style="list-style-type: none"> <li>Assists in the actual conduct of the draws and game procedures and make necessary recommendations for its improvement to the next higher officer in the Division;</li> <li>Implements approved draw protocols, rules, regulations and guidelines for all lottery draws;</li> <li>Assists in supervising the performance, conduct and attendance of personnel in the Division;</li> <li>Handles the preparation and encoding of draw documents for all games during draw activities;</li> <li>Keeps records of all draws and games conducted;</li> <li>Conducts research and development of draw protocols and guidelines;</li> <li>Handles the briefing of draw procedures during pre-draw activities;</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>
39	166	Draw Operations Assistant II	JG7 (SG10)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Performs variety of routine tasks and assignments using approved draw procedures and protocols;</li> <li>Establishes a secure environment in the Draw Venue and other areas where games are conducted;</li> <li>Establishes a system of receiving and recording documents for easy access and retrieval;</li> <li>Files incoming and outgoing memoranda, vouchers and other official documents of the Division;</li> <li>Takes charge of the turnover of draw equipment, draw balls and other</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>

						<ul style="list-style-type: none"> <li>related accessories from various service providers;</li> <li>• Handles the preparation of checksum for monitoring of Declaration of winning numbers as reference;</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
40	167	Draw Operations Assistant I	JG6 (SG8)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Assists in the actual draw proceedings of all lottery games;</li> <li>• Assists in the preparation of draw machines, accessories and other draw equipment needed for the conduct of actual draws/games;</li> <li>• Assists in the receiving, recording, and releasing of office communications;</li> <li>• Disseminates draw results to concerned departments;</li> <li>• Applies skills and expertise in draw operation procedures and processes;</li> <li>• Assists in the various draw procedures and protocols;</li> <li>• Takes charge of the transfer of draw video documentation from video camera to external hard drive;</li> <li>• Handles the preparation of video documentation checklist for all draws;</li> <li>• Handles the safekeeping and securing of draw video camera and other related accessories;</li> <li>• Handles the transfer of video documentation from security video camera to external hard drive for proper storage;</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>

41	168	Draw Operations Assistant I	JG6 (SG8)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Assists in the preparation of draw machines, accessories and other draw equipment needed for the conduct of actual draws/games;</li> <li>Assists in the receiving, recording, and releasing of office communications;</li> <li>Disseminates draw results to concerned departments;</li> <li>Applies skills and expertise in draw operation procedures and processes;</li> <li>Assists in the various draw procedures and protocols;</li> <li>Takes charge of the transfer of draw video documentation from video camera to external hard drive;</li> <li>Handles the preparation of video documentation checklist for all draws;</li> <li>Handles the safekeeping and securing of draw video camera and other related accessories;</li> <li>Handles the transfer of video documentation from security video camera to external hard drive for proper storage;</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>
42	171	Draw Equipment Maintenance Specialist III	JG11 (SG18)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>Supervises and monitors the technical evaluation and testing of various draw equipment</li> <li>Provides innovative solutions to complex issues in draw maintenance of equipment;</li> <li>Responsible in the overall performance of all draw machines/equipment for the particular game to be drawn for the day;</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Bachelor's degree</li> <li><b>Experience:</b> 2 years of experience in proper maintenance of draw equipments</li> <li><b>Training:</b> 8 hours of relevant training</li> </ul>

						<ul style="list-style-type: none"> <li>• Provides reports on the technical evaluation and testing results to the Division Chief</li> <li>• Conducts continuous studies on the use of modern and state-of-the-art gaming equipment and paraphernalia and recommends necessary actions to the Division Chief;</li> <li>• Coordinates with the Division Chief in the proper maintenance of draw equipment.</li> <li>• Ensures the proper maintenance of draw equipment, and recommends actions as may be necessary;</li> <li>• Assists the DC in the technical and administrative supervision of personnel in the Division;</li> <li>• Implements draw protocols, rules and regulations in safeguarding the accuracy and efficiency of all lottery draw equipment;</li> <li>• Conceptualizes the design and implementation of various draw equipment for use by the draw division;</li> <li>• Supervises the draw equipment maintenance personnel of the division;</li> <li>• Provides necessary feedback to the DC regarding draw equipment and paraphernalia to ensure transparency and credibility of the draws;</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>
43	174	Draw Equipment Maintenance Specialist II	JG10 (SG15)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Conducts technical evaluation and testing of various draw equipment</li> <li>• Prepares all draw equipment maintenance documents;</li> <li>• Resolves technical problems using certified and verified solutions;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Bachelor's degree</li> <li>• <b>Experience:</b> 1 year of experience in proper maintenance of draw equipments</li> </ul>

						<ul style="list-style-type: none"> <li>• Provides expertise in draw equipment maintenance and concerns;</li> <li>• Takes charge of the securing and safekeeping of all lottery draw equipment and accessories;</li> <li>• Maintains, secures and conducts periodic preventive maintenance of all draw equipment and paraphernalia to ensure that the equipment are working efficiently during the draws;</li> <li>• Handles the monitoring and testing of all draw equipment during draw activities using draw equipment checklist/air monitoring;</li> <li>• Assists in the actual draw proceedings of all lottery games;</li> <li>• Handles the filing, archiving and safekeeping of all draw equipment records of the division;</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>
44	175	Draw Equipment Maintenance Specialist I	JG9 (SG13)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Assists in the maintenance, security and conduct of preventive maintenance of all draw and equipment and paraphernalia;</li> <li>• Assists in the actual draw proceedings of all lottery games;</li> <li>• Assists in the monitoring and testing of all draw equipment during draw activities using draw equipment checklist/air monitoring;</li> <li>• Assists in the resolution of technical issues of draw equipment;</li> <li>• Responsible in the overall performance of draw equipment for Lotto Games;</li> <li>• Handles the monitoring of draw security requirements of all lottery draw equipment and accessories of the division;</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>

						<ul style="list-style-type: none"> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
45	176	Draw Equipment Maintenance Assistant	JG7 (SG10)	Draw Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>Secures all communication equipment and accessories of the Division;</li> <li>Ensures that all communication equipment and accessories are functioning properly during draw and game proceedings;</li> <li>Assists in the monitoring of draw security requirements of all lottery draw equipment and accessories of the division;</li> <li>Performs variety of routine technical tasks using approved maintenance procedures and protocols;</li> <li>Assists in the securing and safekeeping of all lottery draw equipment and accessories;</li> <li>Assists in the filing, archiving and safekeeping of all draw equipment records of the division;</li> <li>Assists in the actual draw proceedings of all lottery games;</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> Completion of 2 years studies in college</li> <li><b>Experience:</b> 2 years of experience in proper maintenance of draw equipments</li> <li><b>Training:</b> 8 hours of relevant training</li> <li><b>Eligibility:</b> CS (Subprofessional)/ First Level Eligibility</li> </ul>
46	180	Creative Arts Specialist III	JG11 (SG18)	Creatives Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>Demonstrates expertise in the production of AVPs, IEC materials and commercials to be aired within the lottery draw program and other radio/TV stations and other mainstream media.</li> <li>Responds positively and quickly to problems, including complex ones and problems where precedent may not exist, that arise during the production of IEC materials.</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>

						<ul style="list-style-type: none"> <li>• Make sound decision in times of escalating problems.</li> <li>• Manage projects relating to production of IEC materials.</li> <li>• Conducts research and recommends innovation, technology, and development for continual improvement in the production of AVPs, IEC materials and commercials to be aired within the lottery draw program and other radio/TV stations and other mainstream media.</li> <li>• Supervises the conceptualization and production of approved Audio-Video Presentations (AVP), Information,</li> <li>• Education and Communication (IEC) video materials, commercials etc. in support of the marketing strategies developed by the relevant Department.</li> <li>• Performs simple non-linear editing and motion graphics for incorporation in the final product for airing/distribution.</li> <li>• Coordinates and provides necessary recommendations to the Project Evaluation Officer IV relative to the production of IEC materials.</li> <li>• Prepares the budget to produce IEC materials.</li> <li>• Reviews and approves the script and sequence guide to be used during the live broadcast of lotto draws, ensuring that it is within the prescribed airtime.</li> <li>• Supervises, monitors and evaluates the overall conduct of the Technical/Dress Rehearsal and monitors actual running time to ensure that the draw will not exceed the allotted airtime.</li> <li>• Monitors compliance of media broadcast provider.</li> </ul>	
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						<ul style="list-style-type: none"> <li>• Manages the people on the floor and communicate with the control room to ensure that every aspect of physical production is perfectly coordinated for a flawless executed production.</li> <li>• Conceptualizes, recommends, and implements graphic designs, motion graphics, visual layouts, and/or graphic arts needed in the TV program's graphic designs/effects.</li> <li>• Participates in the conceptualization and implementation of approved program formats for the lottery draw television program.</li> <li>• Ensures accurate and timely preparation and submission of all reports, designs and other communication materials required by the Project Evaluation Officer IV.</li> <li>• Performs related duties, as assigned.</li> </ul>	
47	181	Media Production Specialist II	JG10 (SG15)	Creatives Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Participates in the conceptualization, development and production of the lottery draw television program.</li> <li>• Participates in the conceptualization and execution of the approved production format and materials for the lottery draw TV program.</li> <li>• Resolves problems encountered in the production of the lottery draw television program using existing measures.</li> <li>• Designs and develops a complete visual framework of the overall look of the production for the approved program format using different tools and strategies.</li> <li>• Coordinates with producer and editor to discuss concepts and production 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> 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>



						<ul style="list-style-type: none"> <li>• Acts as lead in the conduct of research works on historical information, production design ideas, and appropriate lighting effects to be used in the television program.</li> <li>• Acts as lead in the preparation of plan and budget for the production set design.</li> <li>• Coordinates the use and maintenance of production set and broadcast equipment used for the lottery draws.</li> <li>• Participates in the conceptualization and production of approved Audio-Video Presentations (AVP), Information, Education and Communication (IEC) video materials, commercials etc. in support of the marketing strategies developed by the relevant Department.</li> <li>• Ensures accurate and timely preparation and submission of all reports, scripts and other communication materials required by the Media Production Specialist III.</li> <li>• Performs related duties, as assigned.</li> </ul>	
48	182	Creative Arts Specialist II	JG10 (SG15)	Creatives Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Leads the location video gathering activities and participates in the conceptualization, development, and production of AVPs, IEC materials and commercials to be aired within the lottery draw program and other media.</li> <li>• Resolves problems encountered in the production of the IEC materials using existing guidelines.</li> <li>• Plans specific aural and visual details including set design, staging, camera shots and effects to obtain the most effective presentation.</li> <li>• Coordinates with producer and editor to discuss concepts and production 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> 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>

						<ul style="list-style-type: none"> <li>• Scouts and selects shoot locations and manages the logistical needs of Production Team during video gathering activities.</li> <li>• Coordinates the use of all sound, lights, and camera for use in location video gathering.</li> <li>• Participates in the implementation of production protocols, rules and regulations to safeguard the integrity and efficiency in the production and broadcast of all lottery draws.</li> <li>• Assists in the preparation of plans and budget for the production set design.</li> <li>• Participates in the production of the live broadcast of the Lottery Draw TV program.</li> <li>• Ensures accurate and timely preparation and submission of all reports, scripts and other communication materials required by the Division.</li> <li>• Performs related duties, as assigned.</li> </ul>	
49	184	Artist Illustrator III	JG8 (SG11)	Creatives Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Implements production protocols, rules, and regulations to ensure the integrity and efficiency in the production and broadcast of all lottery draws.</li> <li>• Assists in conceptualizing and production of approved Audio-Video Presentation (AVP), Information, Communication and Education (IEC) materials, commercials, etc. in support of marketing strategies or announcements by the Agency.</li> <li>• Formats final illustrations/designs using Computer-Aided Design (CAD) software or its equivalent.</li> <li>• Draws story boards, posters, charts, and graphs for illusion for TV production by</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> Illustrator (MC 10, s. 2013 Cat. II)</li> </ul>

						<p>using painting, hand-drawn, and/or digitally created images.</p> <ul style="list-style-type: none"> <li>• Designs lettering works to be used for graphics for TV programs, projects, and/or shows produced by the Agency and in support of the production of IEC materials. Prepares and designs rough draft illustrations, visual concepts, graphic arts and/or effects according to the approved program format and IEC materials.</li> <li>• Solves problems encountered in the production of IEC materials with knowledge on basic concepts and existing procedures.</li> <li>• Utilizes available technology for the creation and implementation of video, graphic arts, and computer- controlled works, under the supervision and direction of CAS III.</li> <li>• Ensures accurate and timely preparation and submission of all reports, designs and other communication materials required by the supervisor.</li> <li>• Participates in the production of the live broadcast of the Lottery Draw TV program.</li> <li>• Performs related duties, as assigned.</li> </ul>	
50	185	Clerk III	JG5 (SG6)	Creatives Division	Gaming Technology Department	<ul style="list-style-type: none"> <li>• Demonstrates skills in establishing and maintaining a system of receiving and recording of documents/records for easy access and retrieval.</li> <li>• Prepares outgoing transmittals and other simple correspondences per the instruction of the Division Chief.</li> <li>• Provides necessary documents/video/audio materials to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> Completion of 2 years studies in college</li> <li>• <b>Experience:</b> None required</li> <li>• <b>Training:</b> None required</li> <li>• <b>Eligibility:</b> CS (Subprofessional)/First Level Eligibility</li> </ul>

						<p>concerned departments/units for their appropriate action.</p> <ul style="list-style-type: none"> <li>• Follows production protocols, rules and regulations in the production of AVP, IEC materials and commercials.</li> <li>• Receives, sorts and records all documents/records for notation, signature, information and appropriate action of the Division Chief.</li> <li>• Handles the keeping and monitoring of office supplies.</li> <li>• Receives all incoming calls, visitors and guests of the Division.</li> <li>• Participates in the production of the live broadcast of the Lottery Draw TV program.</li> <li>• Performs related duties, as assigned.</li> </ul>	
51	199	Senior Marketing Specialist	JG11 (SG18)	Sales & Marketing Division	Product and Standard Development Department	<ul style="list-style-type: none"> <li>• Develops and recommends in the development of PCSO Marketing Plan and Strategies by analyzing and interpreting sales performance of the PCSO gaming products, studying research data, identifying current internal and external marketing situation, evaluating previous year's Marketing Plan and setting of objectives and proposing marketing activities.</li> <li>• Coordinates the activities in the Marketing Plan and Strategies by identifying and collaborating with other departments the production and requirements of marketing materials and collaterals;</li> <li>• Monitors the implementation of the marketing plan by reviewing and submitting periodic sales reports and analysis and keeps track of changes in</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>

						<p>the marketing environment that may affect sales or for possible improvement of the marketing strategies.</p> <ul style="list-style-type: none"> <li>• Provide marketing inputs in the development of standard gaming product proposals and presentations.</li> <li>• Prepares and summarizes interpreted inputs in the preparation and conduct of marketing research and surveys.</li> <li>• Ensures that the estimated jackpot prizes for the next lotto draw for public announcement and information is available.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
52	205	Marketing Analyst II	JG9 (SG13)	Sales & Marketing Division	Product and Standard Development Department	<ul style="list-style-type: none"> <li>• Develops and recommends in the development of PCSO Marketing Plan and Strategies by gathering sales and research data relevant for reviewing such as changes in the marketing environment and in recommending marketing activities.</li> <li>• Coordinates the implementation of activities in the Marketing Plan and Strategies with line and concerned departments for production and requirements of marketing materials and collaterals and other needed activities.</li> <li>• Provides information and conducts product presentation for telephone and walk-in inquiries.</li> <li>• Prepares PowerPoint presentation for gaming product proposals and presentations.</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>

						<ul style="list-style-type: none"> <li>• Participate in the conduct of marketing research and surveys.</li> <li>• Coordinates the distribution of marketing materials and collaterals to PCSO stakeholders.</li> <li>• Participate in the conduct of marketing research and surveys.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
53	206	Marketing Analyst II	JG9 (SG13)	Sales & Marketing Division	Product and Standard Development Department	<ul style="list-style-type: none"> <li>• Develops and recommends in the development of PCSO Marketing Plan and Strategies by gathering sales and research data relevant for reviewing such as changes in the marketing environment and in recommending marketing activities.</li> <li>• Coordinates the implementation of activities in the Marketing Plan and Strategies with line and concerned departments for production and requirements of marketing materials and collaterals and other needed activities.</li> <li>• Provides information and conducts product presentation for telephone and walk-in inquiries.</li> <li>• Prepares PowerPoint presentation for gaming product proposals and presentations.</li> <li>• Participate in the conduct of marketing research and surveys.</li> <li>• Coordinates the distribution of marketing materials and collaterals to PCSO stakeholders.</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>

						<ul style="list-style-type: none"> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
54	213	Training Specialist III	JG11 (SG18)	Training Division	Product and Standard Development Department	<ul style="list-style-type: none"> <li>• Conduct training needs assessment of the Sector, agents/operators, and interested stakeholders;</li> <li>• Conduct training to all endorsed and requested for additional Lotto Operators Lotto and KENO Agents/Operators;</li> <li>• Facilitates trainings on lottery operations relative to game rules/mechanics, lottery point-of-sale terminals;</li> <li>• Prepares training designs, modules, manuals and/or course materials for agents, employees and stakeholders on lottery games and related matters;</li> <li>• Prepares reports on trainings conducted for submission to the next higher officer of the Division and recommends improvements to undertake to ensure efficiency and effectiveness of the trainers and trainees;</li> <li>• Reviews evaluated requests for appointment, training schedule, renewal of ID's and other services and inquiry using the Training Division Hotline Numbers and PSDD contact number within the day of request for approval of the supervisor;</li> <li>• Provides necessary feedback to the DC on matters relating to the conduct of training;</li> <li>• Prepares reports and accomplishments in a by monthly, quarterly and annual basis;</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>

						<ul style="list-style-type: none"> <li>• Maintaining and securing of all lottery equipment and paraphernalia allotted to the Training Division and ensures that the equipment are working efficiently at all times;</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
55	214	Training Specialist II	JG10 (SG15)	Training Division	Product and Standard Development Department	<ul style="list-style-type: none"> <li>• Provides necessary assistance in the conduct of trainings;</li> <li>• Performs trainings to all endorsed and requested for additional Lotto Operators Lotto and KENO Agents/Operators when needed;</li> <li>• Submit inputs in the preparation of training manuals, modules, training materials for Lotto agents, operators and employees;</li> <li>• Submit inputs in the organization and development of training manuals and course materials;</li> <li>• Evaluates requests for appointment, training schedule, renewal of ID's and other services and inquiry using the Training Division Hotline Numbers and PSDD contact number within the day of request;</li> <li>• Conducts Technical Support and Coaching on Lotto Operations for all Lotto Agents and Operators;</li> <li>• Submit inputs in the preparation of budget, plans, programs, and training reports and its coordination to the unit;</li> <li>• Submit inputs in coordinating the implementation of activities, budget, plans, programs and other needed</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>



						<p>activities to the Division and Department;</p> <ul style="list-style-type: none"> <li>• Provides necessary assistance in maintaining and securing all lottery equipment and paraphernalia allotted to the Training Division and ensures that the equipment are working efficiently during trainings;</li> <li>• Accommodates, provides information and conducts product presentation for telephone and walk-in inquiries;</li> <li>• Submit inputs in the development of standard training presentations;</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
56	218	Department Manager III	JG15 (SG26)	Office of the Department Manager	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Sets the overall goals and objectives of the department.</li> <li>• Develops and coaches the division chiefs and staff members to maximize their potential.</li> <li>• Oversees the overall work accomplishments and progress of the department.</li> <li>• Delegates work duties to the division chiefs and staff members of each unit.</li> <li>• Oversees the overall planning and implementation of internal procedures and systems to maximize operating efficiency.</li> <li>• Oversees the overall formulation and development of policies and best practices to optimize the work force, efficiency, and production.</li> <li>• Ensures the establishment of an efficient system of control, inventory,</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>

						<p>and distribution of printed betslips, thermal papers, tickets, official/accountable forms, supplies, and materials, among others.</p> <ul style="list-style-type: none"> <li>• Directs the division chiefs in the preparation and timely submission of reports necessary to carry out the functions of the department.</li> <li>• Facilitates the preparation and analysis of reports.</li> <li>• Reviews performance data to monitor and measure productivity, goal progress, and activity levels.</li> <li>• Collaborates and engages with other departments in the conceptualizing, planning and budgeting of the production of lotto betslips, thermal papers, and other ad hoc projects.</li> <li>• Oversees the overall conduct of planning, scheduling, budgeting, and procuring of all the supplies and consumables of all the divisions.</li> <li>• Ensures the readiness of all the production personnel and availability of all printing-related materials, machines, and equipment relevant to small and high-volume production.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
57	220	Technical Assistant B	JG11 (SG20)	Office of the Department Manager	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Collaborates with the respective divisions for the planning and preparation of the annual budget and annual procurement plan of the department.</li> <li>• Keeps custody of all official records of</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> </ul>

						<p>the department, such as but not limited to daily accomplishments, employee work patterns and behavior, attendance, and leaves.</p> <ul style="list-style-type: none"> <li>• Prepares official communications, reports, memoranda, and other documents that may be required.</li> <li>• Collaborates with the respective division for the scheduling of requisition of printing-related supplies and materials for the department.</li> <li>• Consolidates and summarizes inventory reports of printing supplies and production from time to time.</li> <li>• Acts as the supply officer of the department.</li> <li>• Monitors the inventory level of office supplies in the office of the department manager.</li> <li>• Assists in developing policies, guidelines, procedures, workflow charts, and work instructions, among others.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</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>
58	233	Division Chief III	JG12 (SG24)	Design & Production Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Set the staff goals and objectives.</li> <li>• Monitors the preparation and timely submission of reports necessary to carry out the functions of the division.</li> <li>• Manages and supervises the creative arts specialists and quality control officer in performing their respective day- to-day tasks and deliverables.</li> <li>• As designated, acts as Officer-in-Charge of the Department in the</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>

						<p>absence of the Manager;</p> <ul style="list-style-type: none"> <li>• Determines and distributes the daily workloads of the units within the division, with the necessary instructions in the manner of accomplishing the same and the corresponding reports at the close of each day.</li> <li>• Responsible for the overall development of security features, the design and layout of tickets, official/accountable forms, posters, and other printed materials of the office.</li> <li>• Monitors and assists staff with work progress.</li> <li>• Issues reminders and memoranda as well as periodic reports of the individual work performance of the personnel in the division.</li> <li>• Collaborates with other divisions in the planning and scheduling of ad hoc projects.</li> <li>• Collaborates with other divisions in the planning and scheduling of in-house printing and production of lotto betslips, thermal paper, among others.</li> <li>• Ensures the availability of raw materials, CTP plate machines, digital printing machines, photocopiers, and mimeograph machines, among others.</li> <li>• Leads the collaborative formulation and development of guidelines, workflow charts, procedural controls, work instructions, and checklists, among others.</li> <li>• Reviews the proposed annual budget and procurement plan and makes the necessary revisions for the approval of the department manager.</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>
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						<ul style="list-style-type: none"> <li>• Oversees the crafting of the design and layout of thermal paper and STL printed materials.</li> <li>• Oversees the production of CTP Plates.</li> <li>• Oversees the quality production of small-volume printed materials such as books, booklets, and leaflets, among others.</li> <li>• Performs the functions and duties of Head or Member of the various Technical Working Groups, Committees and Secretariats that is composed of officers and representatives from the various Departments and Units of the PCSO, as may be assigned;</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
59	235	Creative Arts Specialist III	JG11 (SG18)	Design & Production Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Operates the camera and contact machine for making negative and positive plates.</li> <li>• Conceptualizes the security designs and features of tickets.</li> <li>• Prepares the lay-out for lotto betslips, thermal paper, official/accountable, tickets, and other printed materials.</li> <li>• Prepares the processing of letterpress plates and offset plates in preparation for the press run.</li> <li>• Operates the CTP machine for the printing of CTP plates.</li> <li>• Operates the large-format printing machine for the banners and signage, among others.</li> <li>• Operates the digital printing machine for the printing of small volume</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>

						<p>printed materials such as booklets, books, and leaflets, among others.</p> <ul style="list-style-type: none"> <li>• Operates the photocopier and mimeograph machines for small volume replications of office documents and forms, among others.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
60	236	Creative Arts Specialist II	JG10 (SG15)	Design & Production Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Assists and prepares the lay outs for lotto betslips, thermal paper, official/accountable forms, tickets, and other printed materials.</li> <li>• Conducts research on the latest techniques and printing technology.</li> <li>• Assists in the processing of letterpress and offset plates in preparation for the press run.</li> <li>• Assists in conceptualizing the security design of the tickets.</li> <li>• Assists in operating the CTP machine for the printing of CTP plates.</li> <li>• Assists in operating the large-format printing machine for the banners and signage, among others.</li> <li>• Assists in operating the digital printing machine for the printing of small-volume printed materials such as booklets, books, and leaflets, among others.</li> <li>• Assists in operating the photocopier and mimeograph machines for small-volume replications of office documents and forms, among others.</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>

						<ul style="list-style-type: none"> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
61	237	Printing Quality Control Officer II	JG9 (SG14)	Design & Production Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Proofreads the designs and texts of the plates.</li> <li>• Lays-outs the details of the materials to be printed before the final run.</li> <li>• Inspects the details of the printed materials in their dry- run stage.</li> <li>• Checks the quality of the printed materials. Prepares the plates for the materials to be printed.</li> <li>• Develops the necessary security features and printing processes for PCSO game tickets.</li> <li>• Proofreads and typesets materials from original copy.</li> <li>• Assists in the pre-printing of the CTP design for proofreading purposes.</li> <li>• Checks the quality of the printed banners and signage, among others.</li> <li>• Checks the quality of the replicated office documents and forms, among others.</li> <li>• Checks the quality of the small volume of printed materials such as booklets, books, and leaflets, among others.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</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>

62	240	Head Pressman	JG9 (SG13)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Prepares the plates of all the printing jobs of the department;</li> <li>• Makes the necessary adjustment in the machine before the final run;</li> <li>• Manages the plotting of plates on the designated printing machines;</li> <li>• Operates the offset machine to print the cover page, cotejo and other printed forms needed in the office;</li> <li>• Maintains the offset machines in good operating condition;</li> <li>• Lays-out and determines settings of the numbering machines for the required accountable forms and other printing jobs;</li> <li>• Assists the Chief Pressman in checking the output of the Press Division;</li> <li>• Supervises the printing jobs that are being fed at the two- color offset printing machine;</li> <li>• Reports any defect that may be seen in the course of the routine check-up on the machines to the immediate supervisor;</li> <li>• Records the production allotted to him by the immediate supervisor;</li> <li>• Conducts daily routine check-ups on the printing machines, making sure that they are properly lubricated;</li> <li>• Maintains the cleanliness of the machines; Safe keeps the printed materials;</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> Pressman/ (MC 10, s. 2013-Cat. II)</li> </ul>
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63	241	Head Pressman	JG9 (SG13)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Prepares the plates of all the printing jobs of the department.</li> <li>• Makes the necessary adjustment in the machine before the final run.</li> <li>• Manages the plotting of plates on the designated printing machines.</li> <li>• Operates the offset machine to print the cover page, cotejo and other printed forms needed in the office.</li> <li>• Maintains the offset machines in good operating condition.</li> <li>• Lays-out and determines settings of the numbering machines for the required accountable forms and other printing jobs.</li> <li>• Assists the Chief Pressman in checking the output of the Press Division.</li> <li>• Supervises the printing jobs that are being fed at the two- color offset printing machine.</li> <li>• Reports any defect that may be seen in the course of the routine check-up on the machines to the immediate supervisor.</li> <li>• Records the production allotted to him by the immediate supervisor.</li> <li>• Conducts daily routine check-ups on the printing machines, making sure that they are properly lubricated.</li> <li>• Maintains the cleanliness of the machines. Safe keeps the printed materials.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High School Graduate</li> <li>• <b>Experience:</b> 3 years of relevant experience</li> <li>• <b>Training:</b> 16 hours of relevant training</li> <li>• <b>Eligibility:</b> Pressman/ (MC 10, s. 2013-Cat. II)</li> </ul>
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64	247	Printing Machine Operator III	JG7 (SG9)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>Assists in setting the 4-color offset and letterpress machines before the printing of the office and accountable forms, bet slips, papelitos, cotejo and other forms that may be required.</li> <li>Assists in setting the numbering machines before the printing of the office and other accountable forms, bet slips, papelitos, cotejo and other forms that may be required.</li> <li>Prepares status reports on the operational conditions of the offset and letterpress machines and submits them to the immediate supervisor.</li> <li>Responsible with the troubleshooting of minor defects on the offset, letterpress and numbering machines.</li> <li>Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate</li> <li><b>Experience:</b> 1 year of relevant experience</li> <li><b>Training:</b> 4 hours of relevant training</li> <li><b>Eligibility:</b> Printing Machine Operator/ (MC 10, s. 2013-Cat. II)</li> </ul>
65	250	Paper Cutting Machine Operator III	JG6 (SG8)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>Operates the various paper cutting machines.</li> <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. 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>

						<ul style="list-style-type: none"> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary</li> </ul>	
66	253	Binder IV	JG7 (SG10)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Operates the binding machine.</li> <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 support functions in the conduct of Gaming and Draw procedures.</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>
67	255	Binder IV	JG7 (SG10)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Operates the binding machine.</li> <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</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>

						bounded ones. <ul style="list-style-type: none"> <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 support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
68	257	Stitcher III	JG5 (SG7)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Operates the stitching machine.</li> <li>• Checks the numerical sequence of printed game tickets, papelitos and other office and accountable forms.</li> <li>• Gathers the game tickets, papelitos and other office and accountable forms according to their numerical sequence.</li> <li>• Stitches the game tickets.</li> <li>• Packs the stitched forms.</li> <li>• Records all accomplished works and submits them to the immediate supervisor.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</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>
69	258	Stitcher III	JG5 (SG7)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Operates the stitching machine.</li> <li>• Checks the numerical sequence of printed game tickets, papelitos and other office and accountable forms.</li> <li>• Gathers the game tickets, papelitos and other office and accountable forms according to their numerical sequence.</li> <li>• Stitches the game tickets. Packs the</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>

						<ul style="list-style-type: none"> <li>stitched forms.</li> <li>Records all accomplished works and submits them to the immediate supervisor.</li> <li>Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
70	259	Stitcher III	JG5 (SG7)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>Operates the stitching machine.</li> <li>Checks the numerical sequence of printed game tickets, papelitos and other office and accountable forms.</li> <li>Gathers the game tickets, papelitos and other office and accountable forms according to their numerical sequence.</li> <li>Stitches the game tickets. Packs the stitched forms.</li> <li>Records all accomplished works and submits them to the immediate supervisor.</li> <li>Performs support functions in the conduct of Gaming and Draw procedures.</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>
71	260	Stitcher III	JG5 (SG7)	Press & Bindery Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>Operates the stitching machine.</li> <li>Checks the numerical sequence of printed game tickets, papelitos and other office and accountable forms.</li> <li>Gathers the game tickets, papelitos and other office and accountable forms according to their numerical sequence.</li> <li>Stitches the game tickets.</li> <li>Packs the stitched forms.</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>

						<ul style="list-style-type: none"> <li>Records all accomplished works and submits them to the immediate supervisor.</li> <li>Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	
72	263	Printing Quality Control Officer II	JG9 (SG14)	Quality Control Division	Security Printing and Production Department	<p>Ensures the following:</p> <ul style="list-style-type: none"> <li>➤ Checks the production of error-free tickets;</li> <li>➤ Validates the authenticity of gaming tickets, accountable and other office forms that prevents possible tampering and counterfeiting;</li> <li>➤ Gathers and safe keeps the detached guide sheets and spoilage;</li> <li>➤ Accounts and secures printed gaming tickets, and other materials prior to the release and delivery to concerned departments/offices/units.</li> </ul> <ul style="list-style-type: none"> <li>Segregates and records serial numbers of booklets containing defective tickets, accountable forms and other printed materials.</li> <li>Checks and validates gaming tickets, accountable and other office forms against the specifications stipulated in the Job Order and reports to the Division Chief for any deviation.</li> <li>Administers proper warehousing and prepares inventory report of game tickets, accountable and other office forms.</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>

						<ul style="list-style-type: none"> <li>• Encodes security holes in the tickets with the use of the primary and secondary perforating machines.</li> <li>• Pulls out the winning guide sheets of traditional tickets from the safe for authentication and validation of the winning tickets.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
73	264	Sr. Sweepstakes/Lottery Operations Officer	JG11 (SG18)	Quality Control Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Records and inserts the corrected tickets, accountable forms and other printed materials.</li> <li>• Checks correctness of the re-printed tickets, accountable forms and other printed materials.</li> <li>• Checks the tickets, accountable forms and other printed materials and ensures that they are error free.</li> <li>• Compiles tickets, accountable forms and other printed materials, in ascending order and according to the date of the draw.</li> <li>• Prepares bundle cover cards by writing the bundle number with the corresponding serial number on each card.</li> <li>• Arranges the defective booklets in proper order, checks the clarity, accuracy and order of the serial numbers of the tickets and the correctness of the perforating lines.</li> <li>• Receives loose tickets re-printed and compare them against the recorded defective tickets.</li> </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>

						<ul style="list-style-type: none"> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	
74	267	Sweepstakes/Lottery Operations Officer III	JG10 (SG15)	Quality Control Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Inserts the corrected tickets, accountable forms and other printed materials.</li> <li>• Checks correctness of the re-printed tickets, accountable forms and other printed materials</li> <li>• Ensures that tickets, accountable forms and other printed materials are error-free before release.</li> <li>• Arranges tickets, accountable forms and other printed materials in ascending order and/or according to the date of the draw.</li> <li>• Writes the bundle number with the corresponding serial number on each bundle cover card.</li> <li>• Arranges the defective booklets in proper order, checks the clarity, accuracy and order of the serial numbers of the tickets and the correctness of the perforating lines.</li> <li>• Verifies the loose tickets re-printed and compares them against the recorded defective tickets.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</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>



75	268	Printing Quality Inspector III	JG7 (SG9)	Quality Control Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Inspects the printed game tickets, accountable and other office forms for possible error.</li> <li>• Administers authentication of game tickets, accountable and other office forms from tampering and counterfeiting.</li> <li>• Safe keeps tickets, accountable forms and other printed materials prior to release and delivery to concerned departments.</li> <li>• Secures detached guide sheets and spoilage.</li> <li>• Records and prepares and submits reports on the booklets of defective gaming tickets, accountable and other office forms to the division chief.</li> <li>• Assists the printing quality control officer II in checking and validation of gaming tickets, accountable and other office forms against the specifications stipulated in the contract and reports to the division chief for any deviation.</li> <li>• Encodes security holes in the tickets with the use of the primary and secondary perforating machines.</li> <li>• Pulls out the winning guide sheets of traditional tickets from the safe for authentication and validation of the winning tickets.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</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 (Sub professional)/First Level Eligibility</li> </ul>
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76	269	Printing Quality Inspector III	JG7 (SG9)	Quality Control Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>• Inspects the printed game tickets, accountable and other office forms for possible error.</li> <li>• Administers authentication of game tickets, accountable and other office forms from tampering and counterfeiting.</li> <li>• Safe keeps tickets, accountable forms and other printed materials prior to release and delivery to concerned departments.</li> <li>• Secures detached guide sheets and spoilage.</li> <li>• Records and prepares and submits reports on the booklets of defective gaming tickets, accountable and other office forms to the division chief.</li> <li>• Assists the printing quality control officer II in checking and validation of gaming tickets, accountable and other office forms against the specifications stipulated in the contract and reports to the division chief for any deviation.</li> <li>• Encodes security holes in the tickets with the use of the primary and secondary perforating machines.</li> <li>• Pulls out the winning guide sheets of traditional tickets from the safe for authentication and validation of the winning tickets.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may</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 (Sub professional)/First Level Eligibility</li> </ul>
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						be deemed necessary.	
77	273	Ticket Checker	JG4 (SG3)	Quality Control Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>Counts the booklets of gaming tickets, gaming paper supplies, accountable and other office forms.</li> <li>Undertakes the efficient application of skills in initial inspection of gaming tickets, gaming paper supplies, accountable and other office forms such as but not limited to the readability, correctness and sequence of the serial numbers of all printed materials.</li> <li>Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>Inserts and ensures that the re-printed gaming tickets are properly inserted in the corresponding booklets.</li> <li>Bundles and boxes inspected gaming paper supplies per specified number per pack.</li> <li>Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> <li><b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> </ul>
78	277	Ticket Checker	JG4 (SG3)	Quality Control Division	Security Printing and Production Department	<ul style="list-style-type: none"> <li>Counts the booklets of gaming tickets, gaming paper supplies, accountable and other office forms.</li> <li>Undertakes the efficient application of skills in initial inspection of gaming</li> </ul>	<ul style="list-style-type: none"> <li><b>Education:</b> High School Graduate</li> <li><b>Experience:</b> None required</li> <li><b>Training:</b> None required</li> </ul>

						<p>tickets, gaming paper supplies, accountable and other office forms such as but not limited to the readability, correctness and sequence of the serial numbers of all printed materials.</p> <ul style="list-style-type: none"> <li>• Inserts and ensures that the re-printed gaming tickets are properly inserted in the corresponding booklets.</li> <li>• Bundles and boxes inspected gaming paper supplies per specified number per pack.</li> <li>• Performs support functions in the conduct of Gaming and Draw procedures.</li> <li>• Performs other related duties as may be deemed necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Eligibility:</b> None Required (MC 10 s. 2013, Cat. III)</li> </ul>
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