

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE CHARITY SWEEPSTAKES OFFICE in the CSC website:

MELQUIADES A. ROBLES
General Manager

Date:

25 NOV 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Department Manager III	186	15(26)	173,645.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Product and Standard Development Department
2	Assistant General Manager	1214	19(29)	467,587.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Charity Sector
3	Department Manager III	1297	15(26)	173,645.00	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Medical Services Department
4	Personnel Specialist II	1552	10(16)	43,711	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Human Resources Department



06 DEC 2024

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

1. Application letter shall include the following details: position title, name of the department, item number and salary grade of the position.
2. Notarized and Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with name and signature (CS Form No. 212, Revised 2017) with Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Performance rating in the last rating period (if applicable);
4. Authenticated Copy of certificate of eligibility/rating/license;
5. Photocopy of School Credentials (a. TOR & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education); and
6. Photocopy of certificate of Learning & Development (L&D) interventions / training programs attended.

IMPORTANT REMINDERS:

- Applicants must submit a separate set of application if applying for more than one vacant position (Those who fail to indicate the item number applied for will not be considered for assessment)
- All documents submitted shall be considered as property of PCSO and has the prerogative to make any actions that are deemed appropriate.
- Application with **INCOMPLETE DOCUMENTS SHALL NOT BE CONSIDERED** in the list of qualified applicants.
- Late submission shall not be accepted and entertained.
- The conduct of Pre-employment examination will be held at the Main Office (Sun Plaza Shaw Boulevard, Mandaluyong City)

ALL APPLICANTS are advised to hand in or via **COURIER** their application to:

ANAMARIE V. GONZALEZ
Department Manager III
10F Sun Plaza Building, 1507
Princeton Street Corner Shaw Boulevard
Mandaluyong City

