

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



Electronic copy to be submitted to the
 CSC FO must be in MS Excel format

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:

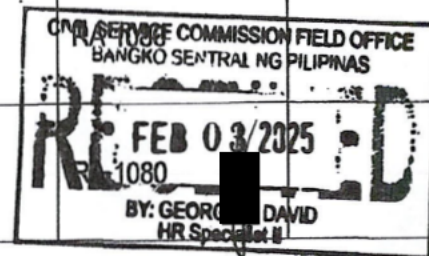
MELQUIADES A. ROBLES

General Manager

Date: 03 FEB 2025

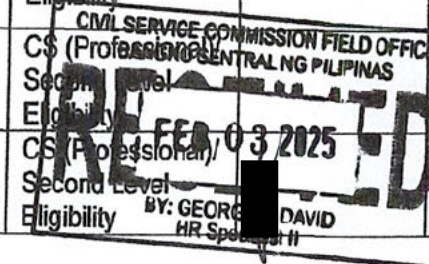
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Department Manager III	58	15(26)	173,645	Master's degree OR Certificate in Leadership and Management from the CSC	120 hours of supervisory/manage ment learning and development intervention	5 years of supervisory/man agement experience	CS (Professional)/ Second Level Eligibility		Internal Audit Services
2	Division Chief III	1371	12(24)	83,966	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/manage ment learning and development intervention	4 years of supervisory/man agement experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
3	Accountant IV	1372	12(22)	83,966	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Accounting and Budget Department
4	Accountant III	1375	11(18)	51,987	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Accounting and Budget Department
5	Accountant II	1376	10(15)	43,711	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Accounting and Budget Department

6	Financial Analyst II	1381	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
7	Bookkeeper III	1384	7(10)	25,027	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	CS (Subprofessional)/ First Level Eligibility		Accounting and Budget Department
8	Binder III	1388	5(7)	19,821	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Accounting and Budget Department
9	Financial Analyst II	1394	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
10	Fiscal Controller IV	1404	12(22)	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
11	Fiscal Controller III	1405	11(18)	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
12	Fiscal Controller I	1407	8(11)	32,121	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
13	Financial Analyst IV	1410	12(22)	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
14	Financial Analyst II	1412	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
15	Fiscal Controller III	1415	11(18)	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
16	Accountant III	1420	11(18)	51,987	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Accounting and Budget Department
17	Accountant III	1421	11(18)	51,987	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience			Accounting and Budget Department
18	Accountant III	1422	11(18)	51,987	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience			Accounting and Budget Department



19	Financial Analyst II	1423	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
20	Financial Analyst II	1424	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
21	Financial Analyst II	1425	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
22	Financial Analyst I	1428	8(11)	32,121	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
23	Binder III	1429	5(7)	19,821	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Accounting and Budget Department
24	Division Chief III	1430	12(24)	83,966	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/manage ment learning and development intervention	4 years of supervisory/man agement experience	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
25	Budget Officer I	1434	8(11)	32,121	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
26	Financial Analyst I	1438	8(11)	32,121	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Accounting and Budget Department
27	Technical Assistant A	1441	12(22)	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
28	Secretary II	1443	7(9)	25,027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Corporate Planning Department
29	Administrative Aide III	1445	4(3)	17,598	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Corporate Planning Department
30	Planning Officer IV	1447	12(22)	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
31	Planning Officer II	1450	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department

32	Development Management Officer II	1452	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
33	Planning Officer I	1454	8(11)	32,121	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
34	Planning Assistant	1455	6(8)	22,288	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Corporate Planning Department
35	Division Chief III	1456	12(24)	83,966	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		Corporate Planning Department
36	Public Relations Officer IV	1457	12(22)	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
37	Information Officer III	1459	11(18)	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
38	Communications Development Officer II	1462	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
39	Assistant Information Officer	1471	6(8)	22,288	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Corporate Planning Department
40	Division Chief III	1472	12(24)	83,966	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		Corporate Planning Department
41	Senior Communications Development Officer	1473	11(18)	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
42	Information Officer III	1474	11(18)	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
43	Creative Arts Specialist III	1475	11(18)	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department



44	Creative Arts Specialist II	1478	10(15)	43,711	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
45	Information Officer I	1480	8(11)	32,121	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
46	Information Officer I	1481	8(11)	32,121	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility		Corporate Planning Department
47	Illustrator II	1483	5(5)	19,821	Completion of 2 years studies in college	None required	None required	Illustrator (MC 10, s. 2013-Cat.I)		Corporate Planning Department
48	Senior Personnel Specialist	1537	11(19)	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Human Resources Department
49	Personnel Specialist II	1551	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
50	Senior Administrative Assistant II	1555	9(14)	37,317	Completion of 2 years studies in college	16 hours of relevant training	3 years of relevant experience	CS (Subprofessional)/ First Level Eligibility		Human Resources Department
51	Administrative Assistant II	1557	6(8)	22,288	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Human Resources Department
52	Division Chief III	1676	12(24)	83,966	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		Treasury Department
53	Cashier III	1690	11(18)	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
54	Cashier II	1695	9(14)	37,317	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
55	Disbursing Officer II	1721	6(8)	22,288	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/ First Level Eligibility		Treasury Department



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **4 FEB 2025**

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 mail (VIA COURIER) **HARD COPY** only their application to:

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

