



JOB ORDER

DEVELOPMENT MANAGEMENT OFFICER

Salary: PHP 1,665.32 per day

Place of Assignment: Product and Standard Development Department (PSDD) – Product Research and Development Division

QUALIFICATIONS

- Education: Bachelor's Degree in Social Science, Public Administration, Statistics, or other related fields
- Experience: One (1) year relevant experience
- Training: Four (4) hours of relevant training
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Good written and oral communication skills

DUTIES AND RESPONSIBILITIES

- Conduct research on the lottery industry and propose innovations to improve player engagement and revenue generation.
- Prepare market studies on potential viability of new lottery games and products.
- Encode and check the accuracy of Lotto results and other related data.
- Collation and evaluate data on retail receipts and payouts.
- Prepare reports and/or presentations on the retail receipts and payouts of the lottery games, such as comparative retail receipts and sales performance of all games, and projected sales of all games.
- Prepare reports and presentations on PCSO games and products as requested by the Division Chief, Department Manager, and other PCSO offices.
- Provide input on the information requested by other Departments, agencies, and stakeholders.
- Draft memoranda, transmittal letters, and other correspondences addressed to other departments and stakeholders.
- Perform other technical and administrative tasks as assigned by the Division Chief and Department Manager.

Interested applicants shall submit the following requirements through email address prd@pcso.gov.ph on or before **19 February 2025**:

- | | |
|-------------------------|---|
| 1. Application Letter | 5. Diploma |
| 2. Personal Data Sheet | 6. Scanned copy of certificates of employment |
| 3. Curriculum Vitae | 7. Scanned copy of certificates of relevant |
| 4. Transcript of Record | training |

**Applications with incomplete requirements will not be processed. We will only contact shortlisted candidates.*



JOB ORDER

DIGITAL MARKETING OFFICER

Salary: PHP 1,665.32 per day

Place of Assignment: Product and Standard Development Department (PSDD)
– Sales and Marketing Division

QUALIFICATIONS

- Education: Bachelor's Degree in Marketing, Communications, Business Management, or other related fields
- Experience: One (1) year relevant experience
- Training: Four (4) hours of relevant training
- With strong digital marketing skills, including proficiency in online advertising platforms, social media management tools, multimedia editing software, email marketing software, and analytics tools.
- Good written and oral communication skills

DUTIES AND RESPONSIBILITIES

- Create and manage engaging content for the PCSO's various social media platforms, website, and out-of-home (OOH) advertising.
- Manage and optimize digital advertising campaigns across online platforms, social media, email marketing, and other relevant channels.
- Conduct market research and competitor analysis to identify emerging trends and opportunities.
- Create graphics and communications materials, such as posters, brochures, flyers, and other marketing collaterals, to effectively communicate ideas and information.
- Develop and implement comprehensive digital marketing strategies to enhance brand awareness and drive sales.
- Monitor and analyze website traffic and user behavior using online analytics tools.
- Track and report on key performance indicators (KPIs) to effectively measure the success of digital marketing efforts.
- Collaborate closely with cross-functional teams to ensure consistent brand messaging and a seamless customer experience across all digital channels.
- Perform other administrative tasks as assigned by the Division Chief and Department Manager.

Interested applicants shall submit the following requirements through email address psdd@pcso.gov.ph on or before 19 February 2025:

- | | |
|-------------------------|--|
| 1. Application Letter | 5. Diploma |
| 2. Personal Data Sheet | 6. Scanned copy of certificates of employment |
| 3. Curriculum Vitae | 7. Scanned copy of certificates of relevant training |
| 4. Transcript of Record | |

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JOB ORDER

LEGAL RESEARCHER

Salary: Php 2,216.56 per day

Place of Assignment: Product and Standard Development Department (PSDD)

– Office of the Department Manager

QUALIFICATIONS

- Education: Bachelor's Degree in Social Science, Public Administration, Legal Management, or other related fields and with at least 45 units of law-related subjects.
- Experience: Two (2) years relevant experience
- Training: Eight (8) hours of relevant training
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Good written and oral communication skills

DUTIES AND RESPONSIBILITIES

- Conduct research on Philippine laws, rules, and regulations pertaining to gaming, including the PCSO Charter, relevant executive orders, and other pertinent legislation.
- Analyze court decisions and legal opinions related to gaming, gambling, and charitable institutions, particularly those impacting the PCSO's operations.
- Research and analyze the operations and legal frameworks of other lottery and gaming organizations.
- Conduct legal research and analysis on other matters such as corporate governance, intellectual property, and other relevant legal areas.
- Assist the PSDD Divisions with legal research and analysis related to their specific functions.
- Contribute to the drafting of contracts, agreements, and other legal documents related to PCSO operations.
- Prepare memoranda, transmittal letters, and other correspondences addressed to other departments and stakeholders.
- Perform technical and administrative tasks as assigned by the Department Manager.

Interested applicants shall submit the following requirements through email address psdd@pcso.gov.ph on or before 19 February 2025:

- | | |
|-------------------------|--|
| 1. Application Letter | 5. Diploma |
| 2. Personal Data Sheet | 6. Scanned copy of certificates of relevant training |
| 3. Curriculum Vitae | 7. Scanned copy of certificates of employment |
| 4. Transcript of Record | |

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JOB ORDER

TRAINING ADMINISTRATOR

Salary: PHP 1,132.64 per day

Place of Assignment: Product and Standard Development Department (PSDD) – Training Division

QUALIFICATIONS

- Education: Bachelor's Degree in any field
- Experience: None
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Good written and oral communication skills

DUTIES AND RESPONSIBILITIES

- Receive applications for the training of newly approved Lotto Agents and additional tellers of existing agents.
- Receive applications for the renewal/replacement of Teller and Agent IDs.
- Assists in the processing of applications for the training of newly approved Lotto Agents and additional tellers of existing agents.
- Check the results of post-test and pre-test training exams.
- Assist in the filing of personal data sheets of training participants.
- Assist in the transmittal, receipt, and recording of correspondences, memoranda, and other documents.
- Answer phone calls from clients for inquiries on training matters.
- Assist in the conduct of training by ensuring proper seating arrangements and providing for the needs of the participants
- Perform general administrative and clerical support tasks within the Training Division.
- Perform other administrative tasks as assigned by the Division Chief and Department Manager.

Interested applicants shall submit the following requirements through email address psddtrainingdivision@pcso.gov.ph on or before

19 February 2025:

- | | |
|------------------------|-------------------------|
| 1. Application Letter | 4. Transcript of Record |
| 2. Personal Data Sheet | 5. Diploma |
| 3. Curriculum Vitae | |

**Applications with incomplete requirements will not be processed. We will only contact shortlisted candidates.*