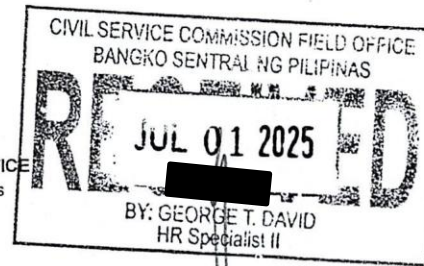


Republic of the Philippines
PHILIPPINE CHARITY SWEEPSTAKES OFFICE
Request for Publication of Vacant Positions



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:

10 JUL 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	Secretary II	291	7	25,027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		National Capital Region Department
2	Technical Assistant A	352	12	83,966	Bachelor's degree	24 hours relevant training	4 years of relevant experience	CS (Professional)/Second Level Eligibility		Northern and Central Luzon Department
3	Secretary II	354	7	25,027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Northern and Central Luzon Department
4	Accountant IV	358	12	83,966	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Northern and Central Luzon Department
5	Accountant III	360	11	51,987	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Northern and Central Luzon Department
6	Supply Officer II	364	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Northern and Central Luzon Department
7	Supply Officer II	365	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Northern and Central Luzon Department
8	Administrative Officer III	375	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/Second Level Eligibility		Benguet Branch Office
9	Supply Officer II	377	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Benguet Branch Office
10	Cashier II	387	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/Second Level Eligibility		Abra Branch Office
11	Branch Manager	396	14	136,738	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		Pangasinan Branch Office

12	Cashier IV	399	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Pangasinan Branch Office
13	Social Welfare Officer II	401	10	43,711	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Pangasinan Branch Office
14	Cashier III	420	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		La Union Branch Office
15	Administrative Officer III	452	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Kalinga Branch Office
16	Branch Manager	457	14	136,738	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		Isabela Branch Office
17	Accountant IV	459	12	83,966	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Isabela Branch Office
18	Social Welfare Officer II	462	10	43,711	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Isabela Branch Office
19	Cashier II	481	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Ifugao Branch Office
20	Cashier IV	513	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Bulacan Branch Office
21	Branch Manager	525	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Nueva Ecija Branch Office
22	Cashier IV	528	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Nueva Ecija Branch Office
23	Administrative Officer III	540	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Aurora Branch Office
24	Cashier IV	548	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Pampanga Branch Office
25	Branch Manager	560	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Tarlac Branch Office
26	Branch Manager	575	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Zambales Branch Office
27	Cashier IV	578	12	83,966	Bachelor's degree	16 hours of relevant training	3 yrs of relevant experience	CS (Professional)/ Second Level Eligibility		Zambales Branch Office
28	Supply Officer II	581	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Zambales Branch Office

CIVIL SERVICE COMMISSION FIELD OFFICE
BANGKO SENTRAL NG PILIPINAS
Zambales Branch Office
JUL 01 2025
 BY: GEORGE I. DAVID
 HR Specialist II

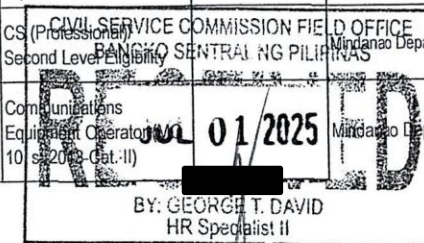
29	Technical Assistant A	591	12	83,966	Bachelor's degree	24 hours relevant training	4 years of relevant experience	CS (Professional)/ Second Level Eligibility		Southern Tagalog and Bicol Region Department
30	Secretary II	593	7	25,027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Southern Tagalog and Bicol Region Department
31	Administrative Aide III	595	4	17,598	Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Carrer Service (Sub- professional)/ First Level Eligibility		Southern Tagalog and Bicol Region Department
32	Division Chief III	596	12	95,961	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		Southern Tagalog and Bicol Region Department
33	Accountant IV	597	12	83,966	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Southern Tagalog and Bicol Region Department
34	Administrative Officer III	598	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Southern Tagalog and Bicol Region Department
35	Communications Equipment Operator IV	606	8	32,121	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	Communications Equipment Operator (MC 10, s. 2013-Cat. II)		Southern Tagalog and Bicol Region Department
36	Communications Equipment Operator IV	607	8	32,121	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	Communications Equipment Operator (MC 10, s. 2013-Cat. II)		Southern Tagalog and Bicol Region Department
37	Accounting Analyst	608	8	32,121	Bachelor's degree relevant to the job	None required	None required	CS (Professional)/ Second Level Eligibility		Southern Tagalog and Bicol Region Department
38	Accountant IV	642	12	83,966	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		Batangas Branch Office
39	Cashier IV	643	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Batangas Branch Office
40	Supply Officer II	646	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Batangas Branch Office
41	Administrative Officer III	655	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Occidental Mindoro Branch Office
42	Cashier II	661	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Romblon Branch Office
43	Branch Manager	665	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Quezon Branch Office

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44	Branch Manager	688	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Rizal Branch
45	Supply Officer II	671	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Quezon Branch Office
46	Cashier III	681	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Marinduque Branch Office
47	Supply Officer II	694	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Rizal Branch Office
48	Supply Officer II	709	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Oriental Mindoro Branch Office
49	Cashier III	749	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Camarines Norte Branch Office
50	Financial & Management Officer I	771	12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Sorsogon Branch Office
51	Cashier III	772	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Sorsogon Branch Office
52	Administrative Officer III	779	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Masbate Branch Office
53	Administrative Officer III	784	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Catanduanes Branch Office
54	Cashier II	785	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Catanduanes Branch Office
55	Department Manager III	789	15	173,645	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		Visayas Department
56	Cashier III	801	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Visayas Department
57	Branch Manager	811	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Iloilo Branch Office
58	Accountant IV	813	12	83,966	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 10809 CIVIL SERVICE COMMISSION FIELD OFFICE BANGKO SENTRAL NG PILIPINAS		Iloilo Branch Office
59	Social Welfare Officer II	816	10	43,711	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 10809 CIVIL SERVICE COMMISSION FIELD OFFICE BANGKO SENTRAL NG PILIPINAS		Iloilo Branch Office
60	Cashier III	835	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Antique Branch Office

RA 10809
CIVIL SERVICE COMMISSION FIELD OFFICE
BANGKO SENTRAL NG PILIPINAS
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61	Branch Manager	870	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Bohol Branch Office
62	Supply Officer II	891	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Cebu Branch Office
63	Cashier IV	903	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Negros Oriental Branch Office
64	Supply Officer II	906	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Negros Oriental Branch Office
65	Branch Manager	920	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Leyte Branch Office
66	Cashier IV	923	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Leyte Branch Office
67	Social Welfare Officer II	925	10	43,711	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Leyte Branch Office
68	Cashier IV	954	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Western Samar Branch Office
69	Technical Assistant A	981	12	83,966	Bachelor's degree	24 hours relevant training	4 years of relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
70	Technical Assistant B	982	11	68,326	Bachelor's degree	16 hours of relevant training	3 years relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
71	Secretary II	983	7	25,027	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Mindanao Department
72	Cashier III	990	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
73	Budget Officer III	991	11	51,987	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
74	Administrative Officer II	992	10	43,711	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
75	Supply Officer II	993	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
76	Supply Officer II	994	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Mindanao Department
77	Communications Equipment Operator IV	996	8	32,121	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	Communications Equipment Operator 10 (2013 Cat. II)		Mindanao Department



78	Branch Manager	1000	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Zamboanga Del Sur Branch Office
79	Cashier IV	1003	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Zamboanga Del Sur Branch Office
80	Financial & Management Officer I	1015	12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Zamboanga del Norte Branch Office
81	Social Welfare Officer I	1018	8	32,121	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Zamboanga del Norte Branch Office
82	Branch Manager	1061	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Misamis Oriental Branch Office
83	Supply Officer II	1067	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Misamis Oriental Branch Office
84	Cashier III	1085	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Misamis Occidental Branch Office
85	Administrative Officer III	1092	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Camiguin Branch Office
86	Social Welfare Officer I	1094	8	32,121	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Camiguin Branch Office
87	Branch Manager	1102	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		Davao Del Sur Branch Office
88	Social Welfare Officer II	1107	10	43,711	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Davao Del Sur Branch Office
89	Administrative Officer III	1125	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Davao de Oro Branch Office
90	Branch Manager	1135	14	136,738	Master's degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	CS (Professional)/ Second Level Eligibility		South Cotabato Branch Office
91	Financial & Management Officer I	1150	12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		North Cotabato Branch Office
92	Financial & Management Officer I	1158	12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Maguindanao Branch Office
93	Cashier III	1159	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Maguindanao Branch Office
94	Social Welfare Officer I	1161	8	32,121	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Maguindanao Branch Office

CS (Professional)/
 Second Level Eligibility
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95	Administrative Officer III	1166	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Sarangani Branch Office
96	Administrative Officer III	1171	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Sultan Kudarat Branch Office
97	Social Welfare Officer I	1173	8	32,121	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Sultan Kudarat Branch Office
98	Cashier IV	1179	12	83,966	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Agusan del Norte Branch Office
99	Financial & Management Officer I	1191	12	83,966	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS (Professional)/ Second Level Eligibility		Surigao del Norte Branch Office
100	Cashier III	1192	11	51,987	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Surigao del Norte Branch Office
101	Social Welfare Officer I	1201	8	32,121	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Agusan del Sur Branch Office
102	Cashier II	1205	9	38,596	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Dinagat Islands Branch Office

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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 11 JUL 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

