

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	Attorney V	81	13	108,013	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080		Legal Department
2	Administrative Aide III	84	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		Legal Department
3	Attorney IV	86	12	89,964	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal Department
4	Attorney IV	87	12	89,964	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal Department
5	Attorney IV	88	12	89,964	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal Department
6	Legal Officer III	90	11	68,326	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal Department
7	Legal Assistant II	91	8	33,223	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
8	Stenographer II	92	5	21,067	Completion of 2 years studies in college	None required	None required	CS (Subprofessional)/First Level Eligibility		Legal Department
9	Attorney IV	94	12	89,964	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		Legal Department

10	Legal Assistant II	99	8	33,223	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
11	Clerk IV	101	6	22,288	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS (Subprofessional)/First Level Eligibility		Legal Department

21 JUL 2025

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 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 assess
- 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