



PHILIPPINE CHARITY SWEEPSTAKES OFFICE



AS10-25-01-5797 MM

HUMAN RESOURCES DEPARTMENT

MEMORANDUM No: 09-HRD-320
September 30, 2025

FOR : THE MANAGER
Corporate Planning Department

THE MANAGER
Information Technology Services Department

THRU : THE ASSISTANT GENERAL MANAGER
Administrative Sector

FROM : THE MANAGER
Human Resources Department

SUBJECT : REQUEST FOR POSTING OF PUBLICATION OF VACANT
POSITIONS ON THE PCSO WEBSITE




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On September 30, 2025, the Human Resources Department submitted the Publication of Vacant Positions for the National Capital Region Department and Northern and Central Luzon Department to the Civil Service Commission, which starts on September 30, 2025 and ends on October 10, 2025.

Likewise, may we request your office to post the received Publication dated September 30, 2025 (attached herein) on the PCSO's official website.

For your appropriate action, please.


ANAMARIE V. GONZALEZ
AG

Noted by:


JULIETA F. ASEO



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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filed at the PHILIPPINE CHARITY SWEEPSTAKES OFFICE

MELQUIADES A. ROBLES
General Manager

Date:

30 SEP 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/ Area of Specialization/ Residency Requirement (if applicable) | |
| 1 | Electronics & Communications Equipment Technician III | 378 | 8 | 32 121.00 | Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | | Benguet Branch Office |



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| 2 | Cash Clerk IV | 380 | 7 | 25 813.00 | OR Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Benguet Branch Office |
| 3 | Clerk IV | 383 | 7 | 22 288.00 | OR Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)* | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility | Benguet Branch Office |
| 4 | Assistant Branch Manager | 397 | 12 | 95 961.00 | Master's degree or Certificate in Leadership and Management from CSC | 40 hours of supervisory/management learning and development intervention | 4 years of supervisory/management experience | CS (Professional)/Second Level Eligibility | Pangasinan Branch Office |
| 5 | Administrative Officer III | 400 | 11 | 51 987.00 | Bachelor's degree | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/Second Level Eligibility | Pangasinan Branch Office |
| 6 | Cash Clerk IV | 406 | 7 | 25 813.00 | OR Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Pangasinan Branch Office |
| 7 | Cash Clerk IV | 407 | 7 | 25 813.00 | OR Completion of 2 years of studies in college (prior to 2018). OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Pangasinan Branch Office |



HR Specialist I

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| 8 | Clerk IV | 408 | 7 | 22 288.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility | Pangasinan Branch Office |
| 9 | Electronics & Communications Equipment Technician III | 423 | 8 | 32 121.00 | Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | La Union Branch Office |
| 10 | Cash Clerk IV | 424 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | La Union Branch Office |
| 11 | Driver Courier II | 431 | 5 | 21 067.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) | |



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|----|---|-----|---|-----------|--|------------------------------|--------------------------------|--|-----------------------|
| 12 | Bookkeeper III | 440 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2016), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Cagayan Branch Office |
| 13 | Cash Clerk IV | 442 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2016), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Cagayan Branch Office |
| 14 | Driver Courier II | 451 | 5 | 21 067.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) | Apayao Branch Office |
| 15 | Electronics & Communications Equipment Technician III | 464 | 6 | 32 121.00 | Completion of 2 years of studies in college (prior to 2016), OR High school graduate with relevant vocational/trade course (prior to 2013), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | Isabela Branch Office |

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BY: _____
RICHARD V. DORON JR.
HR Specialist I

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|----|--------------------------|-----|---|-----------|--|------------------------------|--------------------------------|--|--|--------------------------------|
| 16 | Cash Clerk IV | 467 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Isabela Branch Office |
| 17 | Administrative Officer I | 474 | 8 | 32 121.00 | Bachelor's Degree | None required | None required | CS (Professional)/Second Level Eligibility | | Nueva Viscaya Branch Office |
| 18 | Cash Clerk IV | 477 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Nueva Viscaya Branch Office |
| 19 | Administrative Aide III | 479 | 4 | 17 598.00 | Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | None required | None required | Relevant MC II s. 1996 Carrer Service Subprofessional /First Level Eligibility | | Nueva Viscaya Branch Office |
| 20 | Cashier II | 491 | 9 | 38 596.00 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | CS (Professional)/Second Level Eligibility | | Quirino Province Branch Office |

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HR Specialist I

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| 21 | Cash Clerk IV | 493 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Quirino Province Eranch Office |
| 22 | Driver Courier II | 494 | 5 | 21 057.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) | Quirino Province Eranch Office |
| 23 | Bookkeeper III | 503 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Bataan Branch Office |
| 24 | Cash Clerk IV | 504 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Bataan Branch Office |
| 25 | Clerk IV | 507 | 7 | 22 288.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility | Bataan Branch Office |
| 26 | Cash Clerk IV | 519 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Bulacan Branch |

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 BY: [REDACTED]
 HR Specialist I

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|----|---------------|-----|---|-----------|--|------------------------------|--------------------------------|--|--|----------------|
| 27 | Cash Clerk IV | 520 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Bulacan Branch |
| 28 | Cash Clerk IV | 521 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Bulacan Branch |
| 29 | Clerk IV | 522 | 7 | 22 288.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility | | Bulacan Branch |

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BY:  RICHARD S. ... JR.

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|----|--------------------------|-----|----|-----------|---|--|--|--|---------------------------|
| 30 | Administrative Aide III | 524 | 4 | 17 598.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | None required | None required | Relevant MC II s. 1996 Carrer Service Subprofessional /First Level Eligibility | Bulacan Branch |
| 31 | Assistant Branch Manager | 526 | 12 | 95 961.00 | Master's degree or Certificate in Leadership and Management from CSC | 40 hours of supervisory/management learning and development intervention | 4 years of supervisory/management experience | CS (Professional)/ Second Level Eligibility | Nueva Ecija Branch Office |

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BY:  DORON JR.
HM Specialist I

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| 32 | Electronics & Communications Equipment Technician III | 532 | 8 | 32 121.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | Nueva Ecija Branch Office |
| 33 | Ebookkeeper III | 533 | 7 | 25 813.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School (starting 2016)*</p> | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | Nueva Ecija Branch Office |
| 34 | Clerk IV | 537 | 7 | 22 288.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School (starting 2016)*</p> | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility | Nueva Ecija Branch Office |
| 35 | Driver Courier II | 538 | 5 | 21 067.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC 10, s. 2013-Cat. IV) | Nueva Ecija Branch Office |

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BY:  RICARDO M. ZORON JR.
HR Specialist I

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|----|---|-----|---|-----------|---|------------------------------|--------------------------------|--|--|---------------------------|
| 36 | Administrative Aide III | 539 | 4 | 17 598.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | None required | None required | Relevant MC II s. 1996 Career Service Subprofessional /First Level Eligibility | | Nueva Ecija Branch Office |
| 37 | Electronics & Communications Equipment Technician III | 552 | 8 | 32 121.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | | Pampanga Branch Office |

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BY: [REDACTED] TORON JR.
HR Specialist I

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|---------------|-----|---|-----------|--|------------------------------|--------------------------------|--|--|------------------------|
| Cash Clerk IV | 554 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Pampanga Branch Office |
| Cash Clerk IV | 555 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Pampanga Branch Office |
| Clerk IV | 557 | 7 | 22 288.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional)/First Level Eligibility | | Pampanga Branch Office |

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BY: [REDACTED] DORON JR.
[REDACTED] Assistant I

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| 41 | Electronics & Communications Equipment Technician III | 567 | 8 | 32 121.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | Tarlac Branch Office |
| 42 | Electronics & Communications Equipment Technician III | 582 | 8 | 32 121.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | Zambales Branch Office |



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|----|----------------|-----|---|-----------|--|------------------------------|--------------------------------|--|--|------------------------|
| 43 | Bookkeeper III | 533 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2016), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Zambales Branch Office |
| 44 | Cash Clerk IV | 534 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2016), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Zambales Branch Office |
| 45 | Cash Clerk IV | 536 | 7 | 25 813.00 | Completion of 2 years of studies in college (prior to 2016), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/First Level Eligibility | | Zambales Branch Office |

CIVIL SERVICE COMMISSION-NCR
Civil Service Field Office - BSP

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BY: RICARDO [REDACTED]

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| 46 | Administrative Aide III | 589 | 4 | 17 598.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | None required | None required | Relevant MC II s. 1996 Carrer Service Subprofessional /First Level Eligibility | Zambales Branch Office |
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BY: RICARDO T. BORON JR.
TIR Specialist I

10 OCT 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 2025) 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.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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



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

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filed at the PHILIPPINE CHARITY SWEEPSTAKES OFFICE

MEL QUIADES A. ROBLES
General Manager

Date: **30 SEP 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/ Area of Specialization/ Residency Requirement (if applicable) | |
| 1 | Information Technology Officer I | 296 | 11 | 60,157.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility | | National Capital Region Department |
| 2 | Information Technology Officer I | 299 | 11 | 60,157.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS (Professional)/ Second Level Eligibility | | National Capital Region Department |
| 3 | Communications Equipment Inspector II | 305 | 8 | 32,121.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility | | National Capital Region Department |
| 4 | Communications Equipment Inspector II | 308 | 8 | 32,121.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility | | National Capital Region Department |

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BY: **RICARDO J. DORON JR.**
HR Specialist I

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| 5 | Communications Equipment Inspector II | 309 | 8 | 32,121.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | 8 hours of relevant training | 2 years of relevant experience | CS (Subprofessional)/ First Level Eligibility | National Capital Region Department |
| 6 | Game Equipment Maintenance Specialist | 313 | 11 | 51,987.00 | Bachelor's degree | 8 hours of training relevant to the job | 2 years of experience in proper maintenance of game equipments | CS (Professional)/ Second Level Eligibility | National Capital Region Department |
| 7 | Electronics & Communications Equipment Technician IV | 315 | 10 | 43,711.00 | Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018) | 16 hours of relevant training | 3 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | National Capital Region Department |

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BY:  RICHARDO TORON JR.
HR Specialist I

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| 8 | Electronics & Communications Equipment Technician III | 319 | 8 | 32,121.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | 8 hours of relevant training | 2 years of relevant experience | Electronics Equipment Technician CSC MC No. 10 s. 2013 (Category II) | National Capital Region Department |
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BY: [Redacted Signature] ID [Redacted ID]

HR Specialist I

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|----|---------------------------------|-----|---|-----------|---|-------------------------------|--------------------------------|--|------------------------------------|
| 9 | Computer Operator IV | 336 | 9 | 38,596.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)</p> | 16 hours of relevant training | 3 years of relevant experience | CS (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility | National Capital Region Department |
| 10 | Accounting Specialist I | 339 | 9 | 37,317.00 | Bachelor's degree relevant to the job | None required | None required | CS (Professional) Second Level Eligibility | National Capital Region Department |
| 11 | Accounts Management Analyst I | 343 | 8 | 32,121.00 | Bachelor's degree relevant to the job | None required | None required | CS (Professional) Second Level Eligibility | National Capital Region Department |
| 12 | Accounts Management Analyst I | 346 | 8 | 32,121.00 | Bachelor's degree relevant to the job | None required | None required | CS (Professional) Second Level Eligibility | National Capital Region Department |
| 13 | Accounts Management Assistant I | 347 | 6 | 22,288.00 | <p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School (starting 2016)*</p> | 4 hours of relevant training | 1 year of relevant experience | CS (Subprofessional) First Level Eligibility | National Capital Region Department |

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BY:  RICHARD TORON JR.
 HR Specialist I

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|----|----------------------|-----|---|-----------|--|---------------|---------------|--|------------------------------------|
| 14 | Accounting Processor | 349 | 5 | 21,067.00 | Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)* | None required | None required | CS (Subprofessional)/ First Level Eligibility | National Capital Region Department |
|----|----------------------|-----|---|-----------|--|---------------|---------------|--|------------------------------------|

CIVIL SERVICE COMMISSION-NCR
 Civil Service Field Office - BSP
RECEIVED
 SEP 30 2025
 BY: 
 HR Specialist I

10 OCT 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 2025) 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.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

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

