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

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:

JAN 26 2026

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	23	143,202.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080		Legal Department
2	Secretary II	82	9	30,529.00	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		Legal Department
3	Administrative Aide III	84	3	21,212.00	Completion of 2 years of studies in college (prior to 2018), OR	None required	None required	Relevant MC II s. 1996 Career Service Subprofessional		Legal Department

					<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>			/First Level Eligibility		
4	Attorney V	85	23	143,202.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080		Legal Department
5	Legal Assistant II	91	12	42,570.00	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

6	Stenographer II	92	6	25,693.00	<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>	None required	None required	CS (Subprofessional)/First Level Eligibility		Legal Department
7	Legal Assistant II	99	12	42,570.00 ✓	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	Clerk IV	100	8	27,258.00 ✓	<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		Legal Department
9	Clerk IV	101	8	27,258.00 ✓	<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		Legal Department

*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015.

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 FEB 06 2026

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