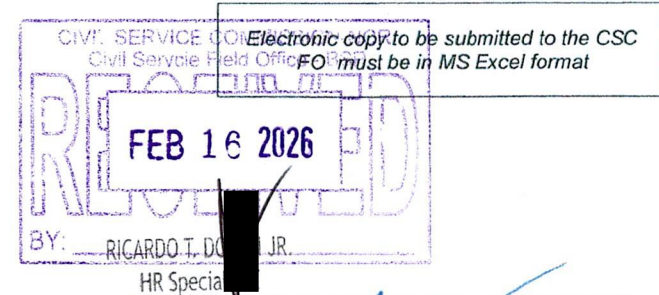


Republic of the Philippines
PHILIPPINE CHARITY SWEEPSTAKES OFFICE
Request for Publication of Vacant Positions



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: FEB 16 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	Legal Officer IV	89	21	101,469.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		Legal Department
2	Legal Officer IV	97	21	101,469.00	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080		Legal Department
3	Social Welfare Officer III	1301	18	66,989.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		Medical Services Department
4	Administrative Officer III	1302	18	66,989.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Medical Services Department

5	Medical Officer V	1314	23	143,202.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Medical Services Department
6	Medical Officer IV	1315	21	101,469.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Medical Services Department
7	Medical Officer III	1316	20	81,897.00	Doctor of Medicine	None required	None required	RA 1080		Medical Services Department
8	Medical Officer III	1317	20	81,897.00	Doctor of Medicine	None required	None required	RA 1080		Medical Services Department
9	Medical Officer III	1318	20	81,897.00	Doctor of Medicine	None required	None required	RA 1080		Medical Services Department
10	Medical Officer III	1319	20	81,897.00	Doctor of Medicine	None required	None required	RA 1080		Medical Services Department
11	Medical Officer III	1320	20	81,897.00	Doctor of Medicine	None required	None required	RA 1080		Medical Services Department
12	Dentist IV	1321	21	101,469.00	Doctor of Dental Medicine or Dental Surgery	16 hours of relevant training	3 years of relevant experience	RA 1080		Medical Services Department
13	Dental Hygienist	1327	10	32,361.00	Two-years Certificate in Dental Hygiene	None required	None required	RA 1080 (Dental Hygienist)		Medical Services Department



14	Nurse IV	1332	19	72,803.00	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080		Medical Services Department
15	Nursing Attendant II	1336	6	25,693.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Medical Services Department
16	Nursing Attendant I	1337	4	22,272.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Medical Services Department
17	Pharmacist V	1339	21	101,469.00	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080		Medical Services Department
18	Medical Technologist V	1341	21	101,469.00	Bachelor's degree in Medical Technology or BS in Public Health	16 hours of relevant training	3 years of relevant experience	RA 1080		Medical Services Department
19	Laboratory Aide II	1345	4	22,272.00	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013, Cat. III)		Medical Services Department
20	Nurse II	1352	15	52,161.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Medical Services Department
21	Pharmacist IV	1353	20	81,897.00	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080		Medical Services Department
22	Technical Assistant A	1527	21	101,469.00	Bachelor's degree	24 hours of relevant training	4 years of relevant experience	CS (Professional)/ Second Level Eligibility		Human Resources Department

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23	Personnel Specialist II	1539	16	56,900.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Human Resources Department
24	Personnel Specialist II	1540	16	56,900.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Human Resources Department
25	Personnel Specialist I	1543	13	45,296.00	Bachelor's degree	None required	None required	CS (Professional)/ Second Level Eligibility		Human Resources Department
26	Senior Personnel Specialist	1548	19	72,803.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Human Resources Department
27	Cashier III	1679	18	66,989.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
28	Cash Clerk II	1687	6	25,693.00	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		Treasury Department
29	Division Chief III	1688	22	127,025.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and	4 years of supervisory/management experience	Career Service Professional/Second Level eligibility		Treasury Department

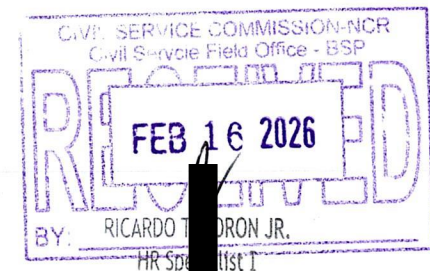
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 HR Specialist I

						development intervention				
30	Disbursing Officer II	1696	8	27,258.00	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		Treasury Department
31	Cashier II	1705	14	48,183.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
32	Cashier II	1707	14	48,183.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
33	Cashier II	1709	14	48,183.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
34	Disbursing Officer II	1712	8	27,258.00	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		Treasury Department
35	Cash Clerk II	1713	6	25,693.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade	None required	None required	CS (Subprofessional)/ First Level Eligibility		Treasury Department

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 RICHARDO [REDACTED]
 BY: [REDACTED]
 HR Specialist-1

					12/Senior High School (starting 2016)*					
36	Cash Clerk II	1714	6	25,693.00	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		Treasury Department
37	Cashier II	1720	14	48,183.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury Department
38	Disbursing Officer II	1721	8	27,258.00	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		Treasury Department
39	Cashier II	1726	14	48,183.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS (Professional)/ Second Level Eligibility		Treasury 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 MAR 02 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

