



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City

The Social Security System is in need of the following:

POSITION TITLE	QUALIFICATION STANDARDS					OTHER REQUIREMENTS
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SPECIALIZED EXAM ¹	
ONE (1) ASSOCIATE ACTUARY (1M) FOR ACTUARIAL DEPARTMENT, REVENUES SECTION [To be transferred to Program Development and Pricing Department, Pension Benefits Section and to be retitled to Corporate Executive Officer III (Associate Actuary) (1M) upon approval of restructuring] (VC: 16CRF0018)	Master's degree in Actuarial or any related Quantitative Field OR Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service (Professional) Second Level Eligibility	Must pass the Supervisory Exam and Actuarial Aptitude Exam	-
SIX (6) ATTORNEY II (1M) FOR OPERATIONS LEGAL DEPARTMENT, LEGAL SECTION - NCR SOUTH DIVISION [To be transferred to NCR South Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0024), LEGAL SECTION - CENTRAL VISAYAS DIVISION [To be transferred to Visayas Central Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0028), LEGAL SECTION - NORTHERN MINDANAO DIVISION [To be transferred to Mindanao North Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0029), LEGAL SECTION - SOUTHERN MINDANAO DIVISION [To be transferred to Mindanao South Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0030), LEGAL SECTION - WESTERN MINDANAO DIVISION [To be transferred to Mindanao West Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0031) TWO (2) ATTORNEY II (1M) FOR COMMISSION LEGAL DEPARTMENT II, LEGAL STAFF [To be transferred to Visayas Commission Legal Department, Hearing Officers' Section and to be retitled to Junior Hearing Officer (1M) upon approval of restructuring] (VC: 16CRF0003), LEGAL STAFF [To be transferred to Visayas-Mindanao Commission Legal Department, Hearing Officers' Section and to be retitled to Junior Hearing Officer (1M) upon approval of restructuring] (VC: 16CRF0004)	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-	-
ONE (1) PROJECT SUPERVISOR (1M) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT III, MEMBER INQUIRY AND BRANCH OPERATIONS SUPPORT SECTION [To be transferred to Data and Information Services Department, Data Analytics and Reporting Section and to be retitled to Corporate Executive Officer III (L1M) upon approval of restructuring] (VC: 16CRF0202)	Master's degree OR Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	Career Service (Professional) Second Level Eligibility	Supervisory Exam	-

<p>TWO (2) ATTORNEY I (6NM) FOR OPERATIONS LEGAL DEPARTMENT, LEGAL SECTION - NCR CENTRAL DIVISION [To be transferred to NCR East Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0023), LEGAL SECTION - LUZON SOUTH DIVISION [To be transferred to Luzon South 2 Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0027)</p>	<p>Bachelor of Laws</p>	<p>1 year of relevant experience</p>	<p>4 hours of relevant training</p>	<p>RA 1080</p>	<p>-</p>	<p>-</p>
<p>THIRTEEN (13) MEDICAL SPECIALIST II (6NM) FOR MEDICAL OPERATIONS DEPARTMENT, LUZON NORTH MEDICAL OPERATIONS SECTION - CAUAYAN, ISABELA BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0068), LUZON CENTRAL MEDICAL OPERATIONS SECTION - ANGELES BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0075), LUZON CENTRAL MEDICAL OPERATIONS SECTION - MARIVELES-BEPZ BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0081), LUZON CENTRAL MEDICAL OPERATIONS SECTION - PAMPANGA BRANCH MEDICAL EVALUATION TEAM (PEC) (VC: 16CRF0084), LUZON CENTRAL MEDICAL OPERATIONS SECTION - URDANETA BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0087), LUZON SOUTH MEDICAL OPERATIONS SECTION - BIÑAN BRANCH MEDICAL EVALUATION TEAM (PEC) (VC: 16CRF0091), BICOL MEDICAL OPERATIONS SECTION - IRIGA BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0102), VISAYAS CENTRAL MEDICAL OPERATIONS SECTION - LAPU-LAPU BRANCH MEDICAL EVALUATION TEAM (PEC) (VC: 16CRF0110), VISAYAS WEST MEDICAL OPERATIONS SECTION - SAN CARLOS BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0121), MINDANAO WEST MEDICAL OPERATIONS SECTION - DIPOLOG BRANCH MEDICAL EVALUATION TEAM (PEC) (VC: 16CRF0141), MINDANAO WEST MEDICAL OPERATIONS SECTION - PAGADIAN BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0143), MINDANAO SOUTH MEDICAL OPERATIONS SECTION - KIDAPAWAN BRANCH MEDICAL EVALUATION TEAM (PEC) (VC: 16CRF0135), MINDANAO SOUTH MEDICAL OPERATIONS SECTION - COTABATO CITY BRANCH MEDICAL EVALUATION TEAM (VC: 16CRF0131)</p>	<p>Doctor of Medicine</p>	<p>2 years of relevant experience</p>	<p>8 hours of relevant training</p>	<p>RA 1080</p>	<p>-</p>	<p>-</p>
<p>SEVEN (7) SENIOR AUDITOR (6NM) FOR INTERNAL AUDIT SERVICES DEPARTMENT II, CORPORATE SECTION [To be transferred to Financial and Investments Audit Department, Section I upon approval of restructuring] (VC: 16CRF0014), CORPORATE SECTION [To be transferred to Financial and Investments Audit Department, Section II upon approval of restructuring] (VC: 16CRF0013), FINANCE AND INVESTMENTS SECTION [To be transferred to Financial and Investments Audit Department, Section II upon approval of restructuring] (VC: 16CRF0016), FINANCE AND INVESTMENTS SECTION [To be transferred to Corporate Service Audit Department, Section II upon approval of restructuring] (VC: 16CRF0015)</p>	<p>Bachelor's degree relevant to the job</p>	<p>4 years of relevant experience Relevant Experience required by IASB: With five (5) years audit experience</p>	<p>24 hours of relevant training</p>	<p>Career Service (Professional) Second Level Eligibility</p>	<p>Internal Audit Exam</p>	<p>-</p>

TWO (2) SENIOR ENGINEER (6NM) FOR BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT, TECHNICAL SECTION (VC: 16CRF0227)	Bachelor's degree in Engineering relevant to the job	4 years of relevant experience	24 hours of relevant training	RA 1080	-	-
FOUR (4) BUILDING ADMINISTRATOR (5NM) FOR LUZON NORTH 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0538), FOR LUZON CENTRAL 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0590), FOR VISAYAS WEST 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0806), FOR MINDANAO SOUTH 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0882)	Bachelor's degree in Engineering relevant to the job or Architecture	3 years of relevant experience	16 hours of relevant training	RA 1080 (Preferably Civil Engineering or Architecture)	-	-
ONE (1) JUNIOR AUDITOR (5NM) FOR INFORMATION SYSTEMS AUDIT DEPARTMENT, CORPORATE SECTION [To be transferred to Section II upon approval of restructuring] (VC: 16CRF0017)	Bachelor's degree relevant to the job	3 years of relevant experience Relevant Experience required by IASD: With three (3) years audit experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Internal Audit Exam	-
ONE (1) JUNIOR ENGINEER (5NM) FOR BRANCH EXPANSION AND MANAGEMENT SERVICES DEPARTMENT, TECHNICAL SECTION (VC: 16CRF0228)	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080	-	-
TWO (2) JUNIOR SPECIALIST (5NM) FOR RISK MANAGEMENT DEPARTMENT, SECTION I [To be transferred to Financial and Investment Risk Management Department, Investment Risks Section upon approval of restructuring] (VC: 16CRF0019), SECTION II [To be transferred to Operational Risk Management Department, Corporate and Support Services Risk Section upon approval of restructuring] (VC: 16CRF0020)	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Actuarial Aptitude or Risk Management Exam	-
ONE (1) JUNIOR SPECIALIST (5NM) FOR COMPUTER RESOURCE MANAGEMENT DEPARTMENT, IT RESOURCE CONTROL AND MAINTENANCE SECTION - ACCEPTANCE AND MAINTENANCE TEAM [To be transferred to IT Resource Management Department, ICT Asset Procurement, Acceptance and Deployment Section upon approval of restructuring] (VC: 16CRF0208)	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	-
THREE (3) SENIOR COMMUNICATIONS ANALYST (5NM) FOR NCR EAST DIVISION, OFFICE OF THE HEAD (VC: 16CRF0378), FOR LUZON NORTH 2 DIVISION, OFFICE OF THE HEAD (VC: 16CRF0535), FOR MINDANAO NORTH DIVISION, OFFICE OF THE HEAD (VC: 16CRF0830)	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	-
FOUR (4) ACCOUNTANT (4NM) FOR LUZON NORTH 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0539), FOR LUZON CENTRAL 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0591), FOR LUZON SOUTH 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0697), FOR VISAYAS WEST 2 DIVISION, ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION (VC: 16CRF0807)	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-	-

<p>TWO (2) HEARING STENOGRAPHER (4NM) FOR COMMISSION SECRETARIAT DEPARTMENT, AGENDA & MINUTES SECTION - AGENDA TEAM [To be transferred to Commission Agenda and Minutes Section upon approval of restructuring] (VC: 16CRF0005), CASES SECTION - STENOGRAPHERS' TEAM [To be transferred to National Capital Region Commission Legal Department, Records and Administrative Section upon approval of restructuring] (VC: 16CRF0006)</p> <p>ONE (1) HEARING STENOGRAPHER (4NM) FOR OPERATIONS LEGAL DEPARTMENT, LEGAL SECTION - WESTERN MINDANAO DIVISION [To be transferred to Mindanao West Legal Department, Office of the Head upon approval of restructuring] (VC: 16CRF0032)</p>	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	-
<p>TWO (2) JUNIOR APPRAISER (4NM) FOR LENDING AND ASSET MANAGEMENT DIVISION, HOUSING AND ASSET MANAGEMENT SECTION - LOANS GRANTING AND ACCOUNTS MANAGEMENT TEAM [To be transferred to Housing and Acquired Assets Management Department, Luzon HAAMS, Tarlac - Loans, Foreclosure and Disposal Team upon approval of restructuring] (VC: 16CRF0147), HOUSING AND ASSET MANAGEMENT SECTION [To be transferred to Housing and Acquired Assets Management Department, Visayas HAAMS, Bacolod - Loans Foreclosure and Disposal Team upon approval of restructuring] (VC: 16CRF0148)</p>	Bachelor's degree in Engineering relevant to the job or Architecture	2 years of relevant experience	8 hours of relevant training	RA 1080 (Licensed Engineer/ Architect) The CSC also requires that must be Registered and Licensed Real Estate Service Practitioner (per IRR of RA 9646)	-	-
<p>TWO (2) SENIOR PROGRAMMER (4NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT III, PROGRAMMING STAFF [To be transferred to Information Systems Department IV upon approval of restructuring] (VC: 16CRF0203)</p>	Bachelor's degree relevant to the job preferably Computer Science, Information Technology, Computer Engineering and other IT-related fields	2 years of ICT work experience	8 hours of relevant IT training	Career Service (Professional) Second Level Eligibility	Computer Programming Examination (To be administered by ADMD III)	-
<p>ONE (1) SENIOR PROGRAMMER (4NM) FOR GOVERNANCE AND STANDARDS DEPARTMENT, PROGRAMMING STAFF/SUPPORT STAFF [To be transferred to Project Management Office, Project Management Support Section and to be retitled to Senior Analyst (L4NM) upon approval of restructuring] (VC: 16CRF0198)</p>	Bachelor's degree and must have passed the NCI proficiency examination in programming	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	-
<p>ONE (1) FINGERPRINT SPECIALIST (3NM) FOR FRAUD INVESTIGATION DEPARTMENT, FRAUD LABORATORY SECTION [To be transferred to Special Investigation Department upon approval of restructuring] (VC: 16CRF0022)</p>	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	-
<p>TWO (2) JUNIOR PROGRAMMER (3NM) FOR APPLICATIONS DEVELOPMENT AND MAINTENANCE DEPARTMENT V, PROGRAMMING STAFF [To be transferred to Information Systems Department IV upon approval of restructuring] (VC: 16CRF0204)</p>	<p>Bachelor's degree relevant to the job preferably Computer Science, Information Technology, Computer Engineering and other IT-related fields</p> <p>For IT-related course, the Program Logic Formulation or Programming Course is not required</p> <p>For non-IT course, must have completed and passed the Program Logic Formulation or Programming Course</p>	None Required	4 hours of relevant IT training	Career Service (Professional) Second Level Eligibility	Computer Programming Examination (To be administered by ADMD V)	-

ONE (1) STAFF WRITER (3NM) FOR MEDIA AFFAIRS DEPARTMENT, MEDIA RELATIONS SECTION - MEDIA LIAISON TEAM (PRESS CENTER) [To be transferred to News and Documentation Team upon approval of restructuring] (VC: 16CRF0035)	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-	-
--	---------------------------------------	-------------------------------	------------------------------	---	---	---

¹ Will be given after initial assessment of applications.

Interested applicants must submit in person their application letter, Personal Data Sheet (CSC Form 212 - downloadable from csc.gov.ph website) with latest passport size picture, resume with job description, original and photocopy of transcript of records, diploma, certificates of eligibility, trainings and seminars, employment/service record at the Organizational Planning and Staffing Department (OPSD), 8/F SSS Bldg., East Avenue, Diliman, Quezon City. Kindly indicate in your application your preferred vacancy with the corresponding vacancy code (VC).

For inquiries, please contact Ms. Sally Magsino-Valencerina at 924-7842 or 920-6401 local 6341.

Deadline for submission of applications will be on Monday, May 16, 2016.