QUALIFICATION STANDARDS FOR EXECUTIVE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HEAD OFFICE						
DEPARTMENT MANAGER III [a] - Investments Accounting Department - Strategic Decision and Technical Support Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	5 years of supervisory/ management experience	120 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-

[1] In lieu of the Master's Degree or CSC Certificate in Leadership and Management, the following may be considered:
> Completion of the degrees of Bachelor of Laws and Doctor of Medicine (for positions the duties of which do not involve practice of profession covered by Bar/Board laws)
> RA No. 1080 eligibles (for positions the duties and responsibilities of which involve practice of profession)
> Career Executive Service (CES) or Career Service Executive (CSE) eligibles

[a] Per CSC MC No. 05, s.2016

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK						
SUPERVISING HEARING OFFICER [a] - National Capital Region Commission Legal Department	12	Bachelor of Laws/ Juris Doctor	4 years of supervision in the practice of law which includes trial work, drafting legal documents/ pleadings and decisions of court/ quasi-judicial agencies, or other legal services rendered to clients/ public	24 hours of supervisory training and 16 hours of legal training including Mandatory Continuing Legal Education (MCLE)	RA 1080 (Attorney)	Preferably with one (1) year experience in handling cases involving social legislation
SENIOR HEARING OFFICER [a] - National Capital Region Commission Legal Department	11	Bachelor of Laws/ Juris Doctor	3 years of practice of law which includes trial work, drafting legal documents/ pleadings and decisions of court/ quasi-judicial agencies, or other legal services rendered to clients/ public	16 hours of legal training including Mandatory Continuing Legal Education (MCLE) undertaken within the last five (5) years	RA 1080 (Attorney)	-
SOCIAL SECURITY OFFICER IV - Commission Secretariat Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR TECHNICAL ASSISTANT - Commission Secretary, Compliance Officer and Executive Commission Clerk	10	Bachelor's degree	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR DEPUTY SHERIFF [a] - Visayas Commission Legal Department - Mindanao Commission Legal Department	8	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Preferably with one (1) year experience as Sheriff
INTERNAL AUDIT SERVICE GROUP						
SENIOR AUDITOR - Corporate Service Audit Department - Financial and Investments Audit Department - Information Systems Audit Department - Procurement and Special Audit Department	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR AUDITOR - Corporate Service Audit Department - Financial and Investments Audit Department - NCR and Foreign Audit Department - Procurement and Special Audit Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
MANAGEMENT AND AUDIT OFFICER - Corporate Service Audit Department - Information Systems Audit Department - Procurement and Special Audit Department	8	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
BENEFITS ADMINISTRATION DIVISION						
JUNIOR PROGRAM SPECIALIST [b] - Voluntary Provident Fund Department	11	Bachelor's degree preferably in Business Administration, Commerce, IT related course, Mathematics, Accounting, Economics, Communications or any discipline	3 years of experience or exposure to the receipt, processing, monitoring of benefit or membership claims, or in research, analysis and evaluation of program data, program management, systems design/development	16 hours of training on benefit or membership claims, research, analysis and evaluation of program data, program management, systems design/ development	Career Service (Professional)/ Second Level Eligibility	-
SENIOR ANALYST [b] - Pensions Administration Department	10	Bachelor's degree preferably in Business Administration, Commerce, IT related course, Mathematics, Accounting, Economics, Communications or any discipline	1 year of experience or exposure to the receipt, processing, monitoring of benefit or membership claims, or in research, analysis and evaluation of program data, program management, systems design/development	4 hours of training on benefit or membership claims, research, analysis and evaluation of program data, program management, systems design/ development	Career Service (Professional)/ Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
MEMBER SERVICES AND SUPPORT GROUP						
CORPORATE EXECUTIVE OFFICER IV [c] - Member Electronic Services Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
CORPORATE EXECUTIVE OFFICER II - Member Communications and Assistance Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER II - Records Archiving and Servicing Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR MEMBER SERVICE REPRESENTATIVE - Member Communications and Assistance Department - Member Electronic Services Department	7	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR MEMBER SERVICE REPRESENTATIVE [d] - Member Electronic Services Department	7	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	-
ACCOUNT MANAGEMENT GROUP						
SENIOR ANALYST [e] - NCR Large Accounts Department - Luzon Large Accounts Department - Visayas and Mindanao Large Accounts Department	10	Bachelor's degree in Business Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in science and mathematics	2 years of experience in coverage, collection, accounts management, marketing and/or other core processes in social security/ financial institution	12 hours of training in coverage, collection, accounts management, marketing and other core processes	Career Service (Professional) Second Level Eligibility	-

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> RA No. 1080 eligibles (for positions the duties and responsibilities of which involve practice of profession)
> Career Executive Service (CES) or Career Service Executive (CSE) eligibles

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
INTERNATIONAL OPERATIONS GROUP						
CORPORATE EXECUTIVE OFFICER III [c] - Foreign Operations Support Services Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
INVESTMENTS SECTOR						
CORPORATE EXECUTIVE OFFICER IV [c] - Accreditation Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
CORPORATE EXECUTIVE OFFICER II - Cash Management Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR SPECIALIST - Securities Settlement and Custody Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST - Accreditation Department - Strategic Decision and Technical Support Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER II - Cash Management Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ANALYST - Liquidity Management and Bank Deposits Department	7	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
FUND MANAGEMENT GROUP						
INVESTMENT OFFICER [f] - Fund Management Group	16	Master's Degree preferably in Finance, Business, Mathematics, Statistics, Actuarial Economics, Accounting or other allied courses	5 years of experience preferably in asset, portfolio or financial management functions	80 hours of training in asset, portfolio, financial management or other financial/ investment-related trainings preferably in at least one of the following certificate programs: 1. Fund Management Certificate Program 2. Trust Operations and Investment Management 3. Certified Securities Specialist Course 4. Other Investment Certificate Programs recognized by CHED or administered by investment industry associations Certified Financial Analyst (CFA), Financial Risk Manager (FRM), Fellow of the Society Actuaries (FSA) or other finance/ Investment-related globally recognized designations shall be considered to have met the 80 hours of technical training of Investment Officer	Career Service (Professional) Second Level Eligibility	-
CAPITAL MARKETS GROUP						
FOREIGN INVESTMENTS PROGRAM OFFICER II [f] - Alternative Investments Division	11	Bachelor's degree preferably in Finance, Business, Mathematics, Statistics, Economics, Accounting or other allied courses	3 years of experience preferably in asset, portfolio or financial management functions	40 hours of training preferably in asset, portfolio, financial management or other financial/ investment-related trainings taken within the last five years	Career Service (Professional) Second Level Eligibility	-
OUTSOURCED DOMESTIC INVESTMENTS PROGRAM OFFICER II [f] - Alternative Investments Division	11	Bachelor's degree preferably in Finance, Business, Mathematics, Statistics, Economics, Accounting or other allied courses	3 years of experience preferably in asset, portfolio or financial management functions	40 hours of training preferably in asset, portfolio, financial management or other financial/ investment-related trainings taken within the last five years	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TRADER I [g] - Fixed Income Investments Division	11	Bachelor's degree preferably in Finance, Business, Mathematics, Statistics, Economics, Accounting or other allied courses	1 year of experience preferably trading in equities, government securities, or corporate bonds, fixed income instruments, asset, portfolio or other financial management functions	24 hours of training preferably in asset, portfolio, financial management, fixed income instruments, or other financial/ investment-related trainings	Career Service (Professional) Second Level Eligibility	-
FOREIGN INVESTMENTS PROGRAM OFFICER I [f] - Alternative Investments Division	10	Bachelor's degree preferably in Finance, Business, Mathematics, Statistics, Economics, Accounting or other allied courses	2 years of experience preferably in asset, portfolio or financial management functions	32 hours of training preferably in asset, portfolio, financial management or other financial/ investment-related trainings taken within the last five years	Career Service (Professional) Second Level Eligibility	-
LENDING AND ASSET MANAGEMENT GROUP						
SENIOR SPECIALIST - Investment Property Department - Member Loans Department - ROPA and Acquired Assets Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST - Member Loans Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR TECHNICAL ASSISTANT [c] - Lending and Asset Management Group	10	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Business and Development Loans Department - Housing and Acquired Assets Management Department - Member Loans Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR APPRAISER [h] - Housing and Acquired Assets Management Department	9	Bachelor's degree in Engineering, Architecture, Real Estate Management or allied courses	2 years of relevant experience	8 hours of relevant training	RA No. 9646 (Real Estate Appraiser)	-
CORPORATE SERVICES SECTOR **CONTROLLERSHIP GROUP**						
CORPORATE EXECUTIVE OFFICER II - Branch Accounting Department (BRAD) - Investments Accounting Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	**For BRAD:** Preferably Certified Public Accountant (CPA)
ACCOUNTANT - Branch Accounting Department - General Accounting Department	10	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-
CORPORATE EXECUTIVE OFFICER I - Contributions Accounting Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Budget Department - Investments Accounting Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER III - General Accounting Department (GAD) - Investments Accounting Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	**For GAD:** Preferably Certified Public Accountant (CPA)
SOCIAL SECURITY OFFICER II - Investments Accounting Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR FINANCIAL SPECIALIST - Branch Accounting Department - General Accounting Department	9	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
BOOKKEEPER - Branch Accounting Department	7	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ANALYST - Budget Department	7	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ADMINISTRATION GROUP						
CORPORATE EXECUTIVE OFFICER IV [c] - Bids and Awards Committee Secretariat Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
SENIOR SPECIALIST - Procurement Planning and Management Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Bids and Awards Committee Secretariat Department - Procurement Planning and Management Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ANALYST - Contract Management Department - Procurement Planning and Management Department	7	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR PROPERTY CUSTODIAN - Office Services Department	7	Bachelor's degree	1 year of relevant experience **Relevant experience:** Inventory management property	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
HUMAN RESOURCE MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III [c] - Employee Services Department - Organizational Planning and Staffing Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER IV - Learning and Development Department (LDD) - Performance Management and Employee Relations Department (PMERD)	11	Bachelor's degree relevant to the job	4 years of relevant experience **Relevant experience:** **LDD:** Training and development **PMERD:** Employee welfare and relations and performance management	24 hours of relevant training **Relevant training:** **LDD:** Training and development **PMERD:** Employee welfare and relations and performance management	Career Service (Professional) Second Level Eligibility	-
HUMAN RESOURCE SPECIALIST [i] - Employee Services Department (ESD) - Performance Management and Employee Relations Department (PMERD)	10	Bachelor's degree in Business Administration, Accounting, Psychology, Mathematics, Sociology, Education or any discipline pertinent to the concerned HR function	3 years experience relevant to the primary HR function concerned such as staffing, organizational review and planning, training and development, compensation and benefits management, employee welfare and relations and performance management **ESD:** Compensation and benefits management **PMERD:** Employee welfare and relations and performance management	24 hours of training relevant to the primary HR function concerned such as staffing, organizational review and planning, training and development, compensation and benefits management, employee welfare and relations and performance management **ESD:** Compensation and benefits management **PMERD:** Employee welfare and relations and performance management	Career Service (Professional) Second Level Eligibility	-

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QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR TECHNICAL ASSISTANT [c] - Human Resource Services Division	10	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
SENIOR HUMAN RESOURCE ANALYST [i] - Employee Services Department (ESD) - Learning and Development Department (LDD) - Organizational Planning and Staffing Department (OPSD) - Performance Management and Employee Relations Department (PMERD)	9	Bachelor's degree in Business Administration, Accounting, Psychology, Mathematics, Sociology, Education or any discipline pertinent to the concerned HR function	2 years experience relevant to any of the primary HR functions such as staffing, organizational review and planning, training and development, compensation and benefits management, employee welfare and relations and performance management **ESD:** Compensation and benefits management **LDD:** Training and development **OPSD:** Organizational review and planning **PMERD:** Employee welfare and relations and performance management	16 hours of training relevant to any of the primary HR functions such as staffing, organizational review and planning, training and development, compensation and benefits management, employee welfare and relations and performance management **ESD:** Compensation and benefits management **LDD:** Training and development **OPSD:** Organizational review and planning **PMERD:** Employee welfare and relations and performance management	Career Service (Professional) Second Level Eligibility	-
JUNIOR HUMAN RESOURCE ANALYST [i] - Employee Services Department - Organizational Planning and Staffing Department	8	Bachelor's degree in Business Administration, Accounting, Psychology, Mathematics, Sociology, Education or any discipline pertinent to the concerned HR function	None required	None required	Career Service (Professional) Second Level Eligibility	-

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QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
INFORMATION TECHNOLOGY MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III [c] - Information Systems Department III/IV - IT Operations Analysis Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
SENIOR SPECIALIST - Data and Information Services Department - Information Systems Department I	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER IV - IT Resource Management Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST - Information Systems Department III - Project Management Office	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER III - Data Center Operations Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR PROGRAMMER [j] - Information Systems Department IV	9	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	With knowledge in Java Programming
INFORMATION SYSTEMS ANALYST III - Data and Information Services Department	9	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
COMPUTER MAINTENANCE TECHNOLOGIST III - Data Center Operations Department - Hosting Services Department - IT Resource Management Department - Network and Communications Department - Technical Support Department	8	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR PROGRAMMER [j] - Information Systems Department II/IV	8	Bachelor's Degree relevant to the job preferably Computer Science, Information Technology, Computer Engineering and other IT-related fields For IT-related course, the Program Logic Formulation or Programming course is not required For non-IT course, must have completed and passed the Program Logic Formulation or Programming Course	None required	4 hours of relevant IT training	Career Service (Professional) Second Level Eligibility	With knowledge in Java Programming
ACTUARIAL AND RISK MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III [c] - Financial and Investment Risk Management Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
CORPORATE EXECUTIVE OFFICER III (ASSOCIATE ACTUARY) [c] - Actuarial Research Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	Bachelor's/Master's degree relevant to the job (Mathematics, Actuarial Science, Statistics, or Finance)

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR SPECIALIST - Financial and Investment Risk Management Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ACTUARIAL RESEARCHER - Valuation Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST - Operational Risk Management Department	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
MEDICAL SERVICES DIVISION						
SUPERVISING MEDICAL SPECIALIST III [k] - Medical Operations Department	11	Doctor of Medicine	5 years experience in medical evaluation	16 hours of relevant training with at least 8 hours relevant supervisory training	RA 1080 (Physician)	-
MEDICAL SPECIALIST II - Medical Operations Department	11	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	-
SENIOR NURSE - Health Care Department	11	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080	-
MANAGEMENT SERVICES AND PLANNING DIVISION						
CORPORATE EXECUTIVE OFFICER IV [c] - Quality Management Department	12	Master's degree[1] or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SOCIAL SECURITY OFFICER V - Management Support Services Department - Quality Management Department	12	Bachelor's degree relevant to the job	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR SPECIALIST - Corporate Policy and Planning Department - Management Support Services Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST I - Corporate Policy and Planning Department	10	Bachelor's degree in Business Administration, Business Management, Economics, Public Administration, or any related business course	1 year of experience preferably in monitoring and evaluation of performance/ accomplishments, data gathering and analysis, or coordination with internal and external offices	8 hours of training preferably in planning, monitoring, project evaluation or performance evaluation	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST I - Management Support Services Department (Business Process Review and Monitoring Section)	10	Bachelor's degree preferably in Industrial Engineering, Management Science and Engineering or Service Engineering and Management	1 year of experience preferably in documentation/ review of procedures and forms, and formulating policies/ solutions/ innovations	8 hours of training preferably in process documentation/ development/ improvement/ audit/ management	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST I - Management Support Services Department (Corporate Evaluation Section)	10	Bachelor's degree preferably in Industrial Engineering, Management Science and Engineering, Service Engineering and Management, Statistics or Mathematics	1 year experience preferably in technical studies involving process improvement	8 hours of training preferably in process documentation/ development/ improvement/ audit/ management	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST I - Quality Management Department	10	Bachelor's degree preferably in Industrial Engineering or any Engineering course, Business/ Management course or any degree within the field of Applied Sciences and Professions	1 year of experience preferably in a quality management system field and/or related environment	8 hours of training preferably in quality management, process documentation/ development/ improvement/ audit/ management	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION						
JUNIOR COMMUNICATIONS ANALYST - Corporate Communications Department	9	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ASSISTANT COMMUNICATIONS ANALYST - Corporate Communications Department	7	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
BRANCH OPERATIONS SECTOR						
SENIOR SPECIALIST - Branch Systems and Procedures Department	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CENTRAL PROCESSING GROUP						
CORPORATE EXECUTIVE OFFICER II - Diliman Processing Center - Pasig Processing Center	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CLAIMS PROCESSOR IV m * - La Union Processing Center - Tarlac Processing Center - San Pablo Processing Center * Death, Disability and Retirement Section	10	Bachelor's degree in Business, Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in Science and Mathematics	2 years of experience in processing, evaluation, review or adjudication of benefit claims	16 hours of training in processing, evaluation, review or adjudication of benefit claims	Career Service (Professional) Second Level Eligibility	-
CLAIMS PROCESSOR III m * - Diliman Processing Center - Pasig Processing Center - San Pablo Processing Center * Death, Disability and Retirement Section	8	Bachelor's degree in Business, Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in Science and Mathematics	None required	None required	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
OFFICE OF THE HEAD						
SENIOR COMMUNICATIONS ANALYST - Visayas West 2 Division	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ADMINISTRATIVE SECTION						
CORPORATE EXECUTIVE OFFICER I - Iloilo-Central Branch	10	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION						
CORPORATE EXECUTIVE OFFICER II - Luzon South 1 Division	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACCOUNTANT - Visayas West 2 Division	10	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-
ACCOUNTS MANAGEMENT SECTION						
CORPORATE EXECUTIVE OFFICER II - Various Branches	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST [e] - Various Branches	10	Bachelor's degree in Business Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in science and mathematics	2 years of experience in coverage, collection, accounts management, marketing and/or other core processes in social security/ financial institution	12 hours of training in coverage, collection, accounts management, marketing and other core processes	Career Service (Professional) Second Level Eligibility	-
JUNIOR ANALYST [d] - Various Branches	7	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
MEMBER SERVICES SECTION						
CORPORATE EXECUTIVE OFFICER II - Various Branches	11	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR MEMBER SERVICE REPRESENTATIVE [d] - Various Branches	7	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	-

[a] Per CSC Res. No. 1900569 promulgated on 27 May 2019

[b] Per CSC Res. No. 1901042 promulgated on 16 September 2019

[c] Per CSC MC No. 05, s.2016

[d] Per CSC Res. No. 1701653 promulgated on 28 December 2017

[e] Per CSC Res. No. 1600842 promulgated on 26 July 2016

[f] Per CSC Res. No. 1900563 promulgated on 21 May 2019

[g] Per CSC Res. No. 2100108 promulgated on 09 February 2021

[h] Per CSC Res. No. 1900817 promulgated on 16 July 2019

[i] Per CSC Res. No. 1900816 promulgated on 16 July 2019

[j] Per CSC Res. No. 1200860 promulgated on 13 June 2012

[k] Per CSC Res. No. 1600879 promulgated on 03 August 2016

[l] Per CSC Res. No. 1900050 promulgated on 15 January 2019

[m] Per CSC Res. No. 1900228 promulgated on 05 March 2019