

# QUALIFICATION STANDARDS FOR EXECUTIVE VACANCIES

POSITION / OFFICE	LEVEL	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>HEAD OFFICE</b>						
<b>SENIOR VICE PRESIDENT <sup>a</sup></b> - Member Services and Support Group	5M	Master's degree <sup>1</sup> 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	-
<b>VICE PRESIDENT <sup>a</sup></b> - Alternative Investments Division - Equities Investments Division - General Services Division - ICT Support Services Division	4M	Master's degree <sup>1</sup> 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	-
<b>DEPARTMENT MANAGER III <sup>a</sup></b> - Bilateral Agreements Department - Corporate Communications Department (CCD) - Project Management Office - Strategic Decision and Technical Support Department - Technical Support Department	3M	Master's degree <sup>1</sup> 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	<b>For CCD:</b> - Preferably with Bachelor's Degree in Communications, Marketing or any related discipline - Preferably with five (5) plus years of communications, marketing or public relations or related experience - With experience in managing digital content - Proficient in Microsoft Office applications - With established media relations

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- > 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

<sup>a</sup> Per CSC MC No. 05, s.2016

# QUALIFICATION STANDARDS FOR R&F VACANCIES

POSITION	LEVEL	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK</b>						
<b>POLICY AND GOVERNANCE SPECIALIST II <sup>a</sup></b> - Policy Research and Governance Department	2M	Bachelor's degree	3 years of experience in the areas of governance, law, policy review, research and analysis or other similar/ related work experiences	16 hours of training on governance, law, policy review, research and analysis, or other similar/ related trainings undertaken within the last five (5) years	Career Service (Professional) Second Level Eligibility	-
<b>POLICY AND GOVERNANCE SPECIALIST I <sup>a</sup></b> - Policy Research and Governance Department	1M	Bachelor's degree	2 years of experience in the areas of governance, law, policy review, research and analysis or other similar/ related work experiences	8 hours of training on governance, law, policy review, research and analysis or other similar/ related trainings undertaken within the last five (5) years	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR DEPUTY SHERIFF <sup>a</sup></b> - National Capital Region Commission Legal Department	5NM	Bachelor's degree	2 years of experience in preparation of legal notices, communications, and other issuances, enforcement of writs or other similar/ related work experiences	8 hours of training on legal matters and processes, case management, preparation and service of legal notices, communications and other issuances, enforcement of writs or other similar/ related trainings undertaken within the last five (5) years	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR ADMINISTRATIVE ASSISTANT</b> - Commission Secretary, Compliance Officer and Executive Commission Clerk	4NM	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>OFFICE OF THE PRESIDENT AND CEO</b>						
<b>JUNIOR TECHNICAL ASSISTANT</b>	1M	Bachelor's degree	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>JUNIOR EXECUTIVE ASSISTANT</b>	5NM	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>INTERNAL AUDIT SERVICE GROUP</b>						
<b>JUNIOR AUDITOR</b> - Information Systems Audit Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>MEMBER SERVICES AND SUPPORT GROUP</b>						
<b>SENIOR COMMUNICATIONS ANALYST</b> - Member Education Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	With excellent oral and written communication skills
<b>SENIOR MEMBER SERVICE REPRESENTATIVE</b> - Member Electronic Services Department	4NM	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>ACCOUNT MANAGEMENT GROUP</b>						
<b>CORPORATE EXECUTIVE OFFICER III<sup>b</sup></b> - NCR Large Accounts Department (NCR LAD) - Professional Sector Department - Visayas and Mindanao Large Accounts Department (VisMin LAD)	1M	Master's degree <sup>1</sup> 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	<b>For NCR LAD:</b> - With at least 5 years experience in accounts management - Proficient in Microsoft Office applications  <b>For VisMin LAD:</b> With experience in accounts management and handling of large employers

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>INVESTMENTS SECTOR</b>						
<b>CORPORATE EXECUTIVE OFFICER V<sup>b</sup></b> - Investments Sector	3M	Master's degree <sup>1</sup> 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	-
<b>CORPORATE EXECUTIVE OFFICER IV<sup>b</sup></b> - Liquidity Management and Bank Deposits Department	2M	Master's degree <sup>1</sup> 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	-
<b>SENIOR SPECIALIST</b> - Securities Settlement and Custody Department - Strategic Decision and Technical Support Department	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>FUND MANAGEMENT GROUP</b>						
<b>PORTFOLIO MANAGER<sup>c</sup></b> - Fund Management Group	3M	Master's Degree preferably in Finance, Business, Mathematics, Statistics, Actuarial Economics, Accounting or other allied courses	4 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 Portfolio Manager	Career Service (Professional) Second Level Eligibility	-

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<b>CAPITAL MARKETS GROUP</b>						
<b>TRADER III<sup>d</sup></b> - Equities Investments Division	2M	Bachelor's degree preferably in Finance, Business, Mathematics, Statistics, Economics, Accounting or other allied courses	3 years of experience preferably trading in equities, government securities, or corporate bonds, fixed income instruments, asset, portfolio or other financial management functions	40 hours of training preferably in asset, portfolio, financial management, fixed income instruments, or other financial/investment-related trainings	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR TECHNICAL ASSISTANT</b> - Fixed Income Investments Division	1M	Bachelor's degree	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR SPECIALIST</b> - Alternative Investments Division	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR SPECIALIST</b> - Alternative Investments Division	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR ANALYST</b> - Equities Investments Division	4NM	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>LENDING AND ASSET MANAGEMENT GROUP</b>						
<b>CORPORATE EXECUTIVE OFFICER III<sup>b</sup></b> - Valuation Services Department	1M	Master's degree <sup>1</sup> 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	
<b>SOCIAL SECURITY OFFICER V</b> - Investment Property Department	1M	Bachelor's degree relevant to the job	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR EXECUTIVE ASSISTANT</b> - Lending and Asset Management Group	6NM	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR SPECIALIST</b> - Business and Development Loans Department - ROPA and Acquired Assets Department	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SOCIAL SECURITY OFFICER IV</b> - Housing and Acquired Assets Management Department	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR SPECIALIST</b> - Member Loans Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SOCIAL SECURITY OFFICER III</b> - Housing and Acquired Assets Management Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>CORPORATE SERVICES SECTOR</b>						
<b>CONTROLLERSHIP GROUP</b>						
<b>CORPORATE EXECUTIVE OFFICER I</b> - Collection Data Processing and Reconciliation Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>ACCOUNTANT</b> - General Accounting Department	4NM	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-

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<b>SENIOR ANALYST</b> - Investments Accounting Department	4NM	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>BOOKKEEPER</b> - General Accounting Department	3NM	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>ADMINISTRATION GROUP</b>						
<b>SENIOR ENGINEER</b> - Engineering and Facilities Management Department	6NM	Bachelor's degree in Engineering relevant to the job	4 years of relevant experience	24 hours of relevant training	RA 1080	Preferably Mechanical or Electrical Engineer
<b>JUNIOR EXECUTIVE ASSISTANT</b> - Office Services Department	5NM	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	- With knowledge in Quality Management System and Budget Management System  - Good in written and oral communications
<b>HUMAN RESOURCE MANAGEMENT GROUP</b>						
<b>HUMAN RESOURCE SPECIALIST<sup>e</sup></b> - Organizational Planning and Staffing Department (OPSD) - Performance Management and Employee Relations Department (PMERD)	5NM	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	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	Career Service (Professional) Second Level Eligibility	<b>For OPSD:</b> Staffing  <b>For PMERD:</b> Employee welfare and relations, performance management, incentives and rewards management
<b>JUNIOR EXECUTIVE ASSISTANT</b> - Employee Services Department	5NM	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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<b>JUNIOR SPECIALIST</b> - Employee Services Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SOCIAL SECURITY OFFICER III</b> - Learning and Development Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR HUMAN RESOURCE ANALYST<sup>e</sup></b> - Learning and Development Department (LDD) - Organizational Planning and Staffing Department (OPSD)	4NM	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	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	Career Service (Professional) Second Level Eligibility	<b>For LDD:</b> Training and development/ implementation  <b>For OPSD:</b> Staffing, organizational review and planning
INFORMATION TECHNOLOGY MANAGEMENT GROUP						
<b>CORPORATE EXECUTIVE OFFICER III<sup>b</sup></b> - Information Systems Department IV	1M	Master's degree <sup>1</sup> 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	-
<b>JUNIOR EXECUTIVE ASSISTANT</b> - Information Systems Department III - Information Systems Department IV	5NM	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR SPECIALIST</b> - Information Systems Department III	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR SPECIALIST</b> - Information Systems Department III	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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<b>SENIOR COMPUTER OPERATOR</b> - Data Center Operations Department	4NM	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>LEGAL AND ENFORCEMENT GROUP</b>						
<b>ATTORNEY III</b> - Litigation Department - Opinion and Research Department	2M	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080	-
<b>ATTORNEY II</b> - Governance and Administrative Adjudication Department - Legislative Affairs Department - Luzon South 1 Legal Department - Opinion and Research Department	1M	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-
<b>JUNIOR TECHNICAL ASSISTANT<sup>b</sup></b> - Legal and Enforcement Group	1M	Master's degree <sup>1</sup> 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	-
<b>LEGAL RESEARCHER</b> - Litigation Department	5NM	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR COMMUNICATIONS ANALYST</b> - Legislative Affairs Department	4NM	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR INVESTIGATOR</b> - Special Investigation Department	4NM	Bachelor's degree preferably in Criminology or Political Science	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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<b>FINGERPRINT SPECIALIST</b> - Special Investigation Department	3NM	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR INVESTIGATOR</b> - Special Investigation Department	3NM	Bachelor's degree preferably in Criminology or Political Science	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>ACTUARIAL AND RISK MANAGEMENT GROUP</b>						
<b>JUNIOR TECHNICAL ASSISTANT<sup>b</sup></b> - Risk Management Division	1M	Master's degree <sup>1</sup> 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	-
<b>SENIOR EXECUTIVE ASSISTANT</b> - Actuarial and Risk Management Group	6NM	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>SENIOR SPECIALIST</b> - Statistics and Data Analysis Department	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR ACTUARIAL RESEARCHER</b> - Valuation Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
<b>JUNIOR SPECIALIST</b> - Statistics and Data Analysis Department	5NM	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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<b>MEDICAL SERVICES DIVISION</b>						
<b>SUPERVISING MEDICAL SPECIALIST IV<sup>f</sup></b> - Medical Operations Department	2M	Doctor of Medicine	5 years experience in medical evaluation with at least 1 year relevant supervisory experience	40 hours of supervisory/ management learning and development intervention	RA 1080 (Physician)	-
<b>SUPERVISING MEDICAL SPECIALIST III<sup>f</sup></b> - Medical Operations Department	1M	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)	-
<b>JUNIOR NURSE</b> - Health Care Department	3NM	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	-
<b>MANAGEMENT SERVICES AND PLANNING DIVISION</b>						
<b>JUNIOR TECHNICAL ASSISTANT<sup>b</sup></b> - Management Services and Planning Division	1M	Master's degree <sup>1</sup> 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	-
<b>SENIOR SPECIALIST</b> - Corporate Policy and Planning Department	6NM	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	<b>For Economic Research Section:</b> Proficient writing skills
<b>SENIOR ANALYST<sup>9</sup></b> - Corporate Policy and Planning Department	4NM	Bachelor's degree preferably in Statistics, Mathematics, Applied Mathematics, Computer Science, or any Engineering Course	None required	None required	Career Service (Professional) Second Level Eligibility	-

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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	

- <sup>a</sup> Per CSC Res. No. 1900569 promulgated on 27 May 2019
- <sup>b</sup> Per CSC MC No. 05, s. 2016
- <sup>c</sup> Per CSC Res. No. 1900563 promulgated on 21 May 2019
- <sup>d</sup> Per CSC Res. No. 2100108 promulgated on 09 February 2021
- <sup>e</sup> Per CSC Res. No. 1900816 promulgated on 16 July 2019
- <sup>f</sup> Per CSC Res. No. 1600879 promulgated on 03 August 2016
- <sup>g</sup> Per CSC Res. No. 1900050 promulgated on 15 January 2019