

QUALIFICATION STANDARDS FOR EXECUTIVE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HEAD OFFICE						
VICE PRESIDENT ^a - Equities Investments Division	17	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	Must have passed the Securities Representatives Certification Exam (by the Securities & Exchange Commission)
DEPARTMENT MANAGER III ^a - Valuation Services Department	15	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	<ul style="list-style-type: none">• Preferably a Licensed Real Estate Appraiser (RA 9646)• 5 years experience in the valuation of investment properties• 5 years experience in the valuation of housing acquired assets
BRANCH OPERATIONS						
VICE PRESIDENT ^b - NCR Regional Processing Division - Luzon South 2 Division	17	Master's degree ¹ or Certificate in Leadership and Management from the CSC	5 years of supervisory/management experience	120 hours of supervisory/management training/ learning and development intervention	Career Service (Professional) Second Level Eligibility	-
DEPARTMENT MANAGER III ^b - Diliman Processing Center	15	Master's degree ¹ or Certificate in Leadership and Management from the CSC	5 years of supervisory/management experience	120 hours of supervisory/management training/ learning and development intervention	Career Service (Professional) Second Level Eligibility	-
BRANCH HEAD II ^b - Various Branches	15	Master's degree ¹ or Certificate in Leadership and Management from the CSC	5 years of supervisory/management experience	120 hours of supervisory/management training/ learning and development intervention	Career Service (Professional) Second Level Eligibility	-
BRANCH HEAD I ^b - Various Branches	14	Master's degree ¹ or Certificate in Leadership and Management from the CSC	5 years of supervisory/management experience	120 hours of supervisory/management training/ 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

^b Per CSC Res. No. 2300618 promulgated on 28 July 2023

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
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COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK						
CORPORATE EXECUTIVE OFFICER III ^a - Commission Secretariat Department	13	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	-
HEARING STENOGRAPHER II ^b - Commission Secretariat Department	11	Bachelor's degree	2 years of experience in documentation and transcription of proceedings in meetings/ hearings or other similar/ related experiences	8 hours of training on documentation, transcription, records keeping or other similar/ related trainings undertaken within the last five (5) years	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - Deputy Commission Clerk	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
OFFICE OF THE PRESIDENT AND CEO						
SENIOR CLERK ^c	7	Completion of two (2) years studies in Business Management, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Subprofessional) First Level Eligibility	-
INTERNAL AUDIT SERVICE GROUP						
CORPORATE EXECUTIVE OFFICER III ^a - Luzon, Visayas and Mindanao Audit Department	13	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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MANAGEMENT AND AUDIT OFFICER - Information Systems Audit Department (ISAD) - Luzon, Visayas and Mindanao Audit 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	For ISAD: Preferably a degree holder of related Information Technology (IT) Courses (e.g. Data Analyst / Data Science / Data Management / Programming / Cyber Security)
BENEFITS ADMINISTRATION DIVISION						
CORPORATE EXECUTIVE OFFICER III^a - Benefits Oversight and Review Department	13	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	Preferably with experience in benefit program/ project management and monitoring/ evaluation of implemented benefit programs/ projects
ASSISTANT PROGRAM SPECIALIST^d - Pensions Administration Department (PAD) - Retirement, Death and Funeral Benefits Administration Department (RDFBAD)	11	Bachelor's degree preferably in Business Administration, Commerce, IT related course, Mathematics, Accounting, Economics, Communications or any discipline	2 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	8 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	For PAD: Preferably with experience in benefit program/ project management and monitoring/ evaluation of implemented benefit programs/ projects For RDFBAD: Preferably with experience in benefit program/ project development/ enhancement and/or monitoring/ evaluation

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MEMBER SERVICES AND SUPPORT GROUP						
CORPORATE EXECUTIVE OFFICER II - Member Communications And Assistance 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	-
SENIOR SPECIALIST - Member Electronic Services 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	-
JUNIOR SPECIALIST - Identity Management Department	11	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 - Member Communications and Assistance Department	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ASSISTANT PROGRAM SPECIALIST - Records Archiving and Servicing 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	Preferably with supervisory experience and records management trainings conducted by NAP-Basic Records and Archives Management
JUNIOR COMMUNICATIONS ANALYST - Member Education 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	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Preferably with at least two (2) years call center work experience

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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	For Records Library Section: Preferably with supervisory experience and records management trainings conducted by NAP- Basic Records and Archives Management
ASSISTANT COMMUNICATIONS ANALYST - Member Communications and Assistance Department - Member Education Department	9	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 - Identity Management Department	9	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR MEMBER SERVICE REPRESENTATIVE ^c - Member Communications and Assistance Department (MCAD) - Member Electronic Services Department	9	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	For MCAD, 24/7 Call Center Section: Preferably with at least one (1) year call center work experience
SENIOR ADMINISTRATIVE ASSISTANT - Member Relations and Support Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR RECORDS CUSTODIAN - Records Archiving and Servicing Department	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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ACCOUNT MANAGEMENT GROUP						
JUNIOR TECHNICAL ASSISTANT ^a - Account Management Group	13	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 - NCR Large Accounts 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	-
SENIOR ANALYST ^e - NCR 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	-
INTERNATIONAL OPERATIONS GROUP						
JUNIOR TECHNICAL ASSISTANT ^a - Middle East and Europe Operations Division	13	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 ADMINISTRATIVE ASSISTANT - Asia, Americas and Pacific Operations Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
INVESTMENTS SECTOR						
JUNIOR TECHNICAL ASSISTANT ^a - Investments Support Division - Treasury Division	13	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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JUNIOR EXECUTIVE ASSISTANT - Liquidity Management and Bank Deposits Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ANALYST - Cash Management Department	9	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
FUND MANAGEMENT GROUP						
INVESTMENT OFFICER ^f	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	-

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CAPITAL MARKETS GROUP						
FOREIGN INVESTMENTS PROGRAM OFFICER I ^f - Alternative Investments Division	13	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	-
JUNIOR SPECIALIST - Fixed Income Investments Division	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
LENDING AND ASSET MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III ^a - Valuation Services Department	13	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	<ul style="list-style-type: none">• Preferably a Licensed Real Estate Appraiser (RA 9646)• 3 years experience in the valuation of investment properties• 3 years experience in the valuation of housing acquired assets
JUNIOR EXECUTIVE ASSISTANT - Investment Property Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - 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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CORPORATE SERVICES SECTOR						
CONTROLLERSHIP GROUP						
JUNIOR TECHNICAL ASSISTANT ^a - Controllership Group - Financial and Budget Division	13	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	Preferably a Certified Public Accountant
CORPORATE EXECUTIVE OFFICER II - Investments Accounting 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	Preferably a Certified Public Accountant
SOCIAL SECURITY OFFICER III - General Accounting Department - Investments Accounting Department	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Preferably a Certified Public Accountant
SENIOR ANALYST - Budget 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 FINANCIAL SPECIALIST - Branch 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 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	-
BOOKKEEPER - Branch Accounting 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	-

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ADMINISTRATION GROUP						
JUNIOR TECHNICAL ASSISTANT ^a - Administration Group	13	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 ENGINEER - Engineering and Facilities Management Department	12	Bachelor's degree in Engineering relevant to the job	4 years of relevant experience	24 hours of relevant training	RA 1080	-
SENIOR SPECIALIST - Bids and Awards Committee Secretariat 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	Preferably proficient in oral and written english
SOCIAL SECURITY OFFICER II - Office Services 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	-
HUMAN RESOURCE MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III ^a - Employee Services Department	13	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 - Organizational Planning and Staffing 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	-

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HUMAN RESOURCE SPECIALIST ⁹ - Employee Services Department	11	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 Relevant experience: Compensation and benefits 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 Relevant training: Compensation and benefits management	Career Service (Professional) Second Level Eligibility	-
SENIOR HUMAN RESOURCE ANALYST ⁹ - Employee Services Department	10	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 Relevant experience: Compensation and benefits 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 Relevant training: Compensation and benefits management	Career Service (Professional) Second Level Eligibility	-
JUNIOR HUMAN RESOURCE ANALYST ⁹ - Organizational Planning and Staffing Department	9	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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INFORMATION TECHNOLOGY MANAGEMENT GROUP						
SOCIAL SECURITY OFFICER IV - Hosting Services Department - IT Operations Analysis Department - Network and Communications Department - Technical Support 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	-
JUNIOR SPECIALIST - Information Systems Department I	11	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	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR PROGRAMMER ^h - Information Systems Department II/III/IV	10	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
SENIOR ANALYST - Project Management Office	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
COMPUTER MAINTENANCE TECHNOLOGIST II - IT Resource Management Department - Network and Communications Department	9	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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LEGAL AND ENFORCEMENT GROUP						
ATTORNEY III - NCR North Legal Department	14	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080	-
ATTORNEY II - Mindanao West Legal Department	13	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-
LEGAL ENFORCEMENT OFFICER ⁱ - Employer Delinquency Monitoring Department	10	Bachelor of Laws, or Bachelor's degree in Legal Management, Accountancy, Marketing or any course with 12 combined units in Accounting and Law	None Required	None Required	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - Corporate Legal Services Division - Operations Legal Services Division I/II	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACTUARIAL AND RISK MANAGEMENT GROUP						
SENIOR ACTUARIAL RESEARCHER - Valuation 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	-
JUNIOR ACTUARIAL RESEARCHER - Valuation Department	11	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 - Financial and Investment Risk Management Department - Operational Risk Management Department	11	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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MEDICAL SERVICES DIVISION						
SUPERVISING MEDICAL SPECIALIST IV^j - Medical Operations Department	14	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)	-
MEDICAL SPECIALIST IV - Medical Program Department	14	Doctor of Medicine	3 years of relevant experience	16 hours of relevant training	RA 1080 (Physician)	-
MEDICAL SPECIALIST II - Medical Operations Department	12	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080 (Physician)	-
SENIOR X-RAY TECHNICIAN - Health Care Department	11	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician course	4 years of relevant experience	24 hours of relevant training	Equipment Technician (MC 10, s. 2013 - Cat. II) Civil Service eligibility obtained by completing one (1) year of very satisfactory actual performance	-
JUNIOR NURSE - Health Care Department	10	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	-
MANAGEMENT SERVICES AND PLANNING DIVISION						
CORPORATE EXECUTIVE OFFICER IV^a - Quality Management Department	14	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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SENIOR SPECIALIST - Corporate Policy and Planning 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	-
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION						
SENIOR COMMUNICATIONS ANALYST - Media Affairs Department	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR COMMUNICATIONS ANALYST - Media Affairs 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	-
BRANCH OPERATIONS SECTOR						
CORPORATE EXECUTIVE OFFICER III ^a - Branch Expansion and Management Services Department	13	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	-
CENTRAL PROCESSING GROUP						
CORPORATE EXECUTIVE OFFICER III ^a - Cebu Processing Center - Iloilo Processing Center - Davao Processing Center	13	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	-
JUNIOR TECHNICAL ASSISTANT ^a - Visayas and Mindanao Regional Processing Division	13	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	
CLAIMS PROCESSOR IV^k <i>(Death, Disability and Retirement Section)</i> - Various Processing Centers	11	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	-
SENIOR EXECUTIVE ASSISTANT - Central Processing Group	11	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER III - Iloilo Processing Center	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CLAIMS PROCESSOR III^{k*} <i>(Death, Disability and Retirement Section)</i> - Various Processing Centers	10	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	-
CLAIMS PROCESSOR III^{k*} <i>(Sickness, Maternity and EC Reimbursement Section)</i> - Various Processing Centers	10	Bachelor's degree in Business, Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in Science and Mathematics	1 year of experience in processing, evaluation, review or adjudication of benefit claims	8 hours of training in processing, evaluation, review or adjudication of benefit claims	Career Service (Professional) Second Level Eligibility	-
JUNIOR EXECUTIVE ASSISTANT - La Union Processing Center	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
PROCESSOR III^k <i>(Membership and Operations Accounting Section)</i> - Various Processing Centers	10	Bachelor's degree in Business, Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in Science and Mathematics	1 year of experience in the processing, evaluation, or review of transactions relating to maintenance, adjustment or updating of membership contribution, or loan repayment records	8 hours of training in processing, evaluation, or review of transactions relating to maintenance, adjustment or updating of membership contribution, or loan repayment records	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Central Processing Group	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
PROCESSOR II^k <i>(Membership and Operations Accounting Section)</i> - Various Processing Centers	9	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	-
PROCESSOR II^j <i>(Self-Employed and Voluntary Members Section)</i> - Diliman Processing Center	9	Bachelor's degree in Business, Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in science and mathematics	1 year of experience in the processing, evaluation, or review of transactions relating to maintenance, adjustment or updating of membership, contribution, or loan repayment records	4 hours of training in processing or evaluation of transactions relating to maintenance, adjustment or updating of membership, contribution, or loan repayment records	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - Tarlac Processing Center	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
OFFICE OF THE HEAD						
JUNIOR TECHNICAL ASSISTANT ^a - NCR Operations Group - Luzon North 1 Division	13	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 EXECUTIVE ASSISTANT - Luzon Operations Group	11	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR COMMUNICATIONS ANALYST - Luzon Central 1 Division	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - NCR South Division - NCR West Division - Luzon South 2 Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ADMINISTRATIVE ASSISTANT - Marikina-Malanday Branch - Tabaco Branch	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ADMINISTRATIVE SECTION						
CORPORATE EXECUTIVE OFFICER I - NCR West Division - Various Branches	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - Makati-Chino Roces Branch	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	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

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR ADMINISTRATIVE ASSISTANT - Various Divisions and Branches	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION						
CORPORATE EXECUTIVE OFFICER II - Visayas West 1 Division - Mindanao North Division	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACCOUNTANT - Luzon South 1 Division	10	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-
SENIOR ADMINISTRATIVE ASSISTANT - Luzon North 1 Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
BOOKKEEPER - Luzon Central 2 Division - Visayas West 2 Division	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 ADMINISTRATIVE ASSISTANT - Various Divisions	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACCOUNTS MANAGEMENT SECTION						
CORPORATE EXECUTIVE OFFICER II - Various Branches	12	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 III - Various Branches	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	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^c - Various Branches	9	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	-
MEMBER SERVICES SECTION						
CORPORATE EXECUTIVE OFFICER II - Various Branches	12	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 III - Various Branches	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR MEMBER SERVICE REPRESENTATIVE - La Trinidad Branch	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 MEMBER SERVICE REPRESENTATIVE^c - Various Branches	9	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 MC No. 05, s.2016^b Per CSC Res. No. 1900569 promulgated on 27 May 2019^c Per CSC Res. No. 1701653 promulgated on 28 December 2017^d Per CSC Res. No. 1901042 promulgated on 16 September 2019^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. 1900816 promulgated on 16 July 2019^h Per CSC Res. No. 1200860 promulgated on 13 June 2012ⁱ Per CSC Res. No. 1800011 promulgated on 09 January 2018^j Per CSC Res. No. 1600879 promulgated on 03 August 2016^k Per CSC Res. No. 1900228 promulgated on 05 March 2019