

QUALIFICATION STANDARDS FOR EXECUTIVE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HEAD OFFICE						
SENIOR VICE PRESIDENT ^a - Fund Management Group - Internal Audit Service Group	18	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	-
VICE PRESIDENT ^a - IT Solutions Division (ITSD) - Treasury 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	For ITSD - At least 85% in the internal examination to be given to the qualified applicants
DEPARTMENT MANAGER III ^a - NCR Large Accounts Department	16	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	Preferably with 5 years experience in supervising Account Officers handling mega-large account Employers (Employers with more than 1,000 employees)
DEPARTMENT MANAGER III ^a - Benefits Oversight and Review Department - NCR and Foreign Audit Department - Retirement, Death and Funeral Benefits Administration 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	-
DEPARTMENT MANAGER II ^a - Voluntary Provident Fund 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	-
BRANCH OPERATIONS						
VICE PRESIDENT ^b - Visayas Central 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	-
BRANCH HEAD II ^b - Antipolo Branch	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 - Kidapawan Branch - Pasig-Mabini Branch	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	-
ASSISTANT BRANCH HEAD ^b - Diliman Branch - San Francisco Del Monte Branch	13	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

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COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK						
POLICY AND GOVERNANCE SPECIALIST II ^a - Policy Research and Governance Department	14	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	With background on economics
SENIOR HEARING OFFICER ^a - National Capital Region Commission Legal Department	14	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)	-
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	-
JUNIOR HEARING OFFICER ^a - Visayas Commission Legal Department	13	Bachelor of Laws/ Juris Doctor	2 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	8 hours of legal training including Mandatory Continuing Legal Education (MCLE) undertaken within the last five (5) years	RA 1080 (Attorney)	-
SOCIAL SECURITY OFFICER IV ^a - Commission 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	-
SENIOR DEPUTY CLERK OF COURT ^a - Luzon Commission Legal Department	11	Bachelor's degree	2 years of experience in legal matters/ processes, case management such as preparation of legal notices, pleadings and other communications, schedule of hearings/ calendar of cases, minutes or other similar/ related experiences	8 hours of training on legal matters/ processes, case management or other similar/ related trainings undertaken within the last five (5) years	Career Service (Professional) Second Level Eligibility	-
HEARING STENOGRAPHER I ^a - Commission Secretariat Department	10	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-
OFFICE OF THE PRESIDENT AND CEO						
SENIOR EXECUTIVE ASSISTANT	11	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
INTERNAL AUDIT SERVICE GROUP						
SENIOR AUDITOR - Luzon, Visayas and Mindanao 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	-

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JUNIOR AUDITOR - Financial and Investments Audit Department - Luzon, Visayas and Mindanao Audit Department - Procurement and Special Audit 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 EXECUTIVE ASSISTANT - NCR and Foreign Audit Department	10	Bachelor's degree	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 - Luzon, Visayas and Mindanao Audit Department - NCR and Foreign 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	-
BENEFITS ADMINISTRATION DIVISION						
CORPORATE EXECUTIVE OFFICER III^b - Pensions Administration 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	-
JUNIOR PROGRAM SPECIALIST^c - Pensions Administration Department - Retirement, Death and Funeral Benefits Administration Department - Sickness, Maternity and Disability Benefits Administration Department	12	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 PROGRAM SPECIALIST^c - Voluntary Provident Fund Department	12	Bachelor's degree preferably in Business Administration, Commerce, IT related course, Mathematics, Accounting, Economics, Communications or any discipline	4 years of experience in any of the following: - Program/ project/ operations management - Financial operations - Provident Fund/ banking operations - Processing or Monitoring of membership, contributions and benefit claims/ disbursements	24 hours of training on benefit, contributions or membership claims, research, program/project/operations management, or banking/financial operations	Career Service (Professional) Second Level Eligibility	-
ASSISTANT PROGRAM SPECIALIST^c - Benefits Oversight and Review Department - Pensions Administration Department - Voluntary Provident Fund Department	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	-

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JUNIOR EXECUTIVE ASSISTANT - Sickness, Maternity and Disability Benefits Administration Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST^c - Pensions Administration Department - Retirement, Death and Funeral Benefits 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	-
MEMBER SERVICES AND SUPPORT GROUP						
SOCIAL SECURITY OFFICER IV - Identity Management 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 - Member Electronic Services Department (MESD)	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	For MESD - Preferably with excellent writing skills
SENIOR COMMUNICATIONS ANALYST - Member Education 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	-
SENIOR ANALYST - Identity 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	-
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	-
ASSISTANT COMMUNICATIONS ANALYST - Member Communications and Assistance 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^d - Member Communications and Assistance	9	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	With at least 1 year call center experience
SENIOR DATA CONTROLLER - Records Archiving and Servicing Department	8	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Subprofessional) CSC converted Data Encoder Eligibility	Preferably Career Service Professional

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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	-
SENIOR CLERK^d - Member Communications and Assistance Department	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	-
ACCOUNT MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III^b - Cooperatives and Informal Sector 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	-
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	Preferably with experience in handling large account Employer
SENIOR SPECIALIST - Professional Sector 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 EXECUTIVE ASSISTANT - Professional Sector Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
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	-
SENIOR ADMINISTRATIVE ASSISTANT - Large Accounts Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
INTERNATIONAL OPERATIONS GROUP						
FOREIGN REPRESENTATIVE I - Middle East and Europe Operations Division	12	Bachelor's degree preferably BSBA major in Marketing or Foreign Service	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	Preferably with three years experience in foreign operations
SENIOR MEMBER SERVICE REPRESENTATIVE - Asia, Americas and Pacific Operations Division	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 - Foreign Operations Support Services 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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INVESTMENTS SECTOR						
JUNIOR TECHNICAL ASSISTANT^b - 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	-
SENIOR SPECIALIST - Liquidity Management and Bank Deposits 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 - Securities Settlement and Custody 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	-
SENIOR EXECUTIVE ASSISTANT - Investments Sector	11	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR EXECUTIVE ASSISTANT - Cash Management Department - Strategic Decision and Technical Support	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Accreditation 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 - 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 - 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	-
PROCESSOR - 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	-
SENIOR SECURITIES CUSTODIAN - Securities Settlement and Custody 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	-
CASHIER^d - Cash Management Department	8	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	-

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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	-
PORTFOLIO MANAGER^f - Fund Management Group	15	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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SENIOR ADMINISTRATIVE ASSISTANT - Fund Management Group	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CAPITAL MARKETS GROUP						
FOREIGN INVESTMENTS PROGRAM OFFICER II ^f - Alternative Investments Division	14	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	-
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	-
OUTSOURCED DOMESTIC 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	-
SENIOR SPECIALIST - Alternative Investments Division - Equities Investments Division - Fixed Income Investments 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	-
TRADER I ⁹ - Equities Investments Division	12	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	-
JUNIOR SPECIALIST - Alternative Investments Division - Equities Investments Division - 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	-
SENIOR ANALYST - Fixed Income Investments Division	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 ADMINISTRATIVE ASSISTANT - Equities Investments Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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LENDING AND ASSET MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER IV^b - Investment Property 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	-
CORPORATE EXECUTIVE OFFICER III^b - 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	Preferably a licensed Real Estate Appraiser (RA 9646) and with at least four (4) years experience in Quantity Survey
SOCIAL SECURITY OFFICER V - Investment Property Department - Member Loans Department	13	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 - Member Loans Department - ROPA and Acquired Assets 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 - Investment Property Department - Member Loans Department - ROPA and Acquired Assets 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 APPRAISER^h - Housing and Acquired Assets Management Department	10	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)	-
JUNIOR EXECUTIVE ASSISTANT - Business and Development Loans Department - 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	-
JUNIOR ANALYST - Housing and Acquired Assets Management Department - Member Loans 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	-
PROCESSOR - Member Loans 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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CORPORATE SERVICES SECTOR						
CONTROLLERSHIP GROUP						
JUNIOR TECHNICAL ASSISTANT^b - 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 CPA
CORPORATE EXECUTIVE OFFICER II - General 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	-
CORPORATE EXECUTIVE OFFICER I - Contributions 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	-
SOCIAL SECURITY OFFICER III - Branch Accounting Department - 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	-
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	-
JUNIOR EXECUTIVE ASSISTANT - Investments Accounting Department	10	Bachelor's degree	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	-
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	-
PROCESSOR - Contributions Accounting Department - Investments Accounting 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	-
BOOKKEEPER - Branch Accounting Department - General 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	-
ADMINISTRATION GROUP						
CORPORATE EXECUTIVE OFFICER III^b - Contract Management 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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SOCIAL SECURITY OFFICER V - Engineering and Facilities Management Department - Procurement Planning and Management Department	13	Bachelor's degree relevant to the job	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ENGINEER - Branch Support Services Department - 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	-
JUNIOR ENGINEER - Branch Support Services Department - Engineering and Facilities Management Department	11	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080	-
JUNIOR SPECIALIST - Procurement Planning and 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	-
SENIOR EXECUTIVE ASSISTANT - Administration 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 - Engineering and Facilities 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	-
JUNIOR EXECUTIVE ASSISTANT - Contract Management Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Engineering and Facilities 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	-
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	-
JUNIOR ANALYST - Procurement Planning and 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	-
SENIOR PROPERTY CUSTODIAN - Engineering and Facilities Management Department - Office Services 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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		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
PLUMBER - Engineering and Facilities Management Department	7	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Plumber (MC 10, s. 2013 - Cat. II) Civil Service eligibility obtained by completing one (1) year of very satisfactory actual performance	-
DRIVER - Engineering and Facilities Management Department	6	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-
JUNIOR AUTO MECHANIC - Engineering and Facilities Management Department	6	High School Graduate or Completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Mechanic (Automotive Servicing) (MC 10, s. 2013 - Cat. II) Civil Service eligibility obtained by completing one (1) year of very satisfactory actual performance	-
SENIOR MACHINE OPERATOR - Office Services Department	6	High School Graduate	1 year of relevant experience	4 hours of relevant training	Printing Machine Operator (MC 10, s. 2013 - Cat. II) Civil Service eligibility obtained by completing one (1) year of very satisfactory actual performance	-
WAREHOUSEMAN - Office Services Department	3	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-
HUMAN RESOURCE MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III^b - Performance Management and Employee Relations 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 - Employee Services Department - Performance Management and Employee Relations 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 RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HUMAN RESOURCE SPECIALISTⁱ - Employee Services Department - Learning and Development Department - Organizational Planning and Staffing Department - Performance Management and Employee Relations 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	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	-
SOCIAL SECURITY OFFICER III - Learning and Development 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 EXECUTIVE ASSISTANT - Performance Management and Employee Relations Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR HUMAN RESOURCE ANALYSTⁱ - Employee Services Department - Learning and Development Department - Organizational Planning and Staffing Department - Performance Management and Employee Relations 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	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	-
JUNIOR HUMAN RESOURCE ANALYSTⁱ - Learning and Development Department - Performance Management and Employee Relations 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	-
INFORMATION TECHNOLOGY MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III^b - Data and Information Services Department (DISD) - Hosting Services Department - Information Systems Department II (ISD II) - IT Operations Analysis Department - IT Resource Management Department - Network and Communications 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	For DISD - Must have atleast 3 years experience in Data Analytics - Must pass the internal qualifying exam for Corporate Executive Officer III For ISD II - Must pass the departmental internal exam for Corporate Executive Officer III
JUNIOR TECHNICAL ASSISTANT^b - ICT Support Services Division - Information Technology 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	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR SPECIALIST - Information Systems Department (ISD) I/III/IV - IT Resource Management Department - Network and Communications Department - Project Management Office (PMO)	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	For ISD I/III/IV/PMO - Must pass the departmental internal exam for Senior Specialist For ISD III - Preferably with 1 yr experience in Systems Analysis and Design For PMO - Must have atleast 16 hours training in Project Management Course
SOCIAL SECURITY OFFICER IV - Information Systems Security Department - IT Governance and Standards Department (ITGSD) - IT Operations Analysis Department - IT Resource Management 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	For ITGSD, IT Standards Section: • Hardware and Software Team - Preferably, licensed ECE with experience in Policy/ Standards/ Enterprise Architecture formulation, and Audit/ Compliance •Procedures and Performance Team - Preferably, with experience in Policy/ Standards formulation and Audit/ Compliance
INFORMATION SYSTEMS ANALYST III - Data and Information Services Department	11	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	Must pass qualifying exam for database administrator

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR SPECIALIST - Data and Information Services Department (DISD) - Hosting Services Department - Information Systems Department (ISD) I/II/IV - IT Governance and Standards Department (ITGSD) - Network and Communications Department - Project Management Office (PMO) - Technical Support Department (TSD)	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	For DISD - Must pass qualifying exam for database administrator For ISD I/II/IV/PMO - Must pass the departmental internal exam for Junior Specialist For ITGSD - Preferably, with experience in Policy/ Standards formulation and Audit/ Compliance For PMO - Must have atleast 16 hours training in Project Management Course For TSD, Help Desk Operations Section, Help Desk Shift 1 & 2 - Preferably with Customer Service and/or Service Desk experience
SENIOR PROGRAMMER ^j - Information Systems Department I/II/III/IV	11	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	Must pass the departmental internal exam for Senior Programmer
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	-
COMPUTER MAINTENANCE TECHNOLOGIST III - IT Operations Analysis Department - IT Resource Management Department - Network and Communications Department	10	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR EXECUTIVE ASSISTANT - IT Governance and Standards Department - IT Operations Analysis Department - Network and Communications Department - Technical Support Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR PROGRAMMER^j - Information Systems Department I/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	Must pass the departmental internal exam for Junior Programmer
COMPUTER MAINTENANCE TECHNOLOGIST II - Data Center Operations Department - IT Resource Management Department - Network and Communications Department - Technical Support Department (TSD)	9	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	For TSD - Preferably with Customer Service and/or Service Desk experience
JUNIOR ANALYST - Information Systems Security 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 COMPUTER OPERATOR^k - Data Center Operations 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	-
LEGAL AND ENFORCEMENT GROUP						
ATTORNEY III - NCR North Legal Department - Visayas Central Legal Department - Mindanao South Legal Department	14	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080	-
ATTORNEY II - Luzon South 2 Legal Department	13	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-
CORPORATE EXECUTIVE OFFICER II - Employer Delinquency Monitoring 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	-
LEGAL RESEARCHER - Governance and Administrative Adjudication Department	11	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR COMMUNICATIONS ANALYST - Legislative 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	-
JUNIOR EXECUTIVE ASSISTANT - Documentation and Conveyancing Department - NCR East Legal Department - NCR West Legal Department - Luzon North 1 Legal Department - Luzon North 2 Legal Department - Luzon South 2 Legal Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
LEGAL ENFORCEMENT OFFICER^l - 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 INVESTIGATOR - Special Investigation Department	10	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	-
FINGERPRINT SPECIALIST - Special Investigation 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 INVESTIGATOR - Special Investigation Department	9	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	-
SENIOR ADMINISTRATIVE ASSISTANT - Corporate Legal Services Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
LEGAL ASSISTANT II^m - NCR East Legal Department - NCR West Legal Department	8	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	Career Service (Professional) Second Level Eligibility	-
SENIOR CLERK^d - Special Investigation Department	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	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
ACTUARIAL AND RISK MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III^b - Financial and Investment Risk Management Department (FIRMD) - Operational Risk Management Department (ORMD) - Statistics and Data Analysis Department (SDAD)	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	For FIRMD - Bachelor's/Master's degree relevant to the job (Mathematics, Actuarial Science, Statistics, Business Administration, Finance and other relevant courses) - With at least 3 years experience in mathematical modeling, financial analysis, research - Advanced knowledge in MS Excel and VBA Programming - Hands on experience with statistical analysis and statistical packages - Proven work experience in a quantitatively-heavy role For ORMD - Bachelor's/Master's degree relevant to the job (Mathematics, Actuarial Science, Statistics, or Finance) - With at least 3 years experience in mathematical modeling, research - Advanced knowledge in MS Excel and VBA Programming - Hands on experience with statistical analysis and statistical packages For SDAD - Preferably Math, Statistics or other related courses
JUNIOR TECHNICAL ASSISTANT^b - Actuarial and Risk 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	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR ACTUARIAL RESEARCHER - Actuarial Research Department - Program Development and Pricing Department - 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	-
MEDICAL SERVICES DIVISION						
MEDICAL SPECIALIST IV - Medical Operations Department - Medical Program Department (MPD)	14	Doctor of Medicine	3 years of relevant experience	16 hours of relevant training	RA 1080	For MPD, Program Development and Enhancement Section - Preferably with at least 6 months training in program development MPD, Quality Assurance Section - Preferably with at least 6 months training in quality assurance activities
SUPERVISING MEDICAL SPECIALIST IVⁿ - 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)	-
SUPERVISING MEDICAL SPECIALIST IIIⁿ - Medical Operations Department	13	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 III - Medical Operations Department	13	Doctor of Medicine	3 years of relevant experience	16 hours of relevant training	RA 1080	-
MEDICAL SPECIALIST II - Medical Operations Department	12	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	Preferably in good standing with Philippine Medical Association
SENIOR CLERK^d - Health Care Department - Medical Operations Department	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	-
MANAGEMENT SERVICES AND PLANNING DIVISION						
CORPORATE EXECUTIVE OFFICER IV^b - 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	With ISO 9001 QMS deployment experience and IRCA Certified ISO 9001 Lead Auditor

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR TECHNICAL ASSISTANT - Management Services and Planning 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 SPECIALIST - Corporate Policy and Planning Department - Quality Management Department (QMD)	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	For QMD - Certified ISO 9001 QMS Auditor or with auditing experience
JUNIOR SPECIALIST ^o - Corporate Policy and Planning Department, Data Management Section	11	Bachelor's degree preferably in Statistics, Mathematics, Applied Mathematics, Computer Science, or any Engineering Course	1 year of experience preferably in data analysis, report preparation, management of large volume of data, MS Excel, statistical analysis or business analytics	8 hours of training preferably in statistical programming, advance MS Excel, visual basic application or business analytics	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST ^o - Corporate Policy and Planning Department, Policy Development, Planning and Monitoring Section	11	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 ^o - Management Support Services Department, Business Process Review and Monitoring (BPRM) Section I and II	11	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 ^o - Quality Management Department	11	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	With experience on 5S, process improvement, and other quality-related programs
JUNIOR EXECUTIVE ASSISTANT - Corporate Policy and Planning Department	10	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION						
JUNIOR TECHNICAL ASSISTANT ^b - Public Affairs and Special Events 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 COMMUNICATIONS ANALYST - Corporate Communications 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 - Corporate Communications 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 RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
BRANCH OPERATIONS SECTOR						
JUNIOR SPECIALIST - Branch Systems and Procedures 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	-
CENTRAL PROCESSING GROUP						
SOCIAL SECURITY OFFICER IV - Davao Processing Center - Iloilo Processing Center	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CORPORATE EXECUTIVE OFFICER I - Pasig Processing Center - Tarlac 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	-
JUNIOR SPECIALIST - Central Processing Group	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 - Diliman 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 P <i>(Death, Disability and Retirement Section)</i> - La Union Processing Center - Makati Processing Center - Pasig Processing Center	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 p <i>(Sickness, Maternity and EC Reimbursement Section)</i> - Cebu Processing Center - Makati Processing Center	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	-
PROCESSOR III P <i>(Membership and Operations Accounting Section)</i> - La Union Processing Center	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	-
CLAIMS PROCESSOR II P <i>(Sickness, Maternity and EC Reimbursement Section)</i> - Pasig 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	None required	None required	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
PROCESSOR II ^P <i>(Membership and Operations Accounting Section)</i> - Iloilo Processing Center - La Union Processing Center - Pasig 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	None required	None required	Career Service (Professional) Second Level Eligibility	-
PROCESSOR II ^N <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 CLERK ^d - Cagayan De Oro Processing Center - Davao Processing Center - San Pablo Processing Center	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	-
VERIFIER - Cebu Processing Center - Tarlac Processing Center	7	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-
OFFICE OF THE HEAD						
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	-
JUNIOR ADMINISTRATIVE ASSISTANT - Various Branches	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	-
ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION						
BOOKKEEPER - Luzon Central 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	-
ADMINISTRATIVE SECTION						
CORPORATE EXECUTIVE OFFICER I - 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 - Various Branches	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR ADMINISTRATIVE ASSISTANT - Various Branches	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR CLERK^d - Various Branches	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	-
DRIVER - Various Branches	6	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-
ACCOUNTS MANAGEMENT SECTION						
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 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	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/SERVICE OFFICE						
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 - Various Branches	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^d - 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	-
SENIOR CLERK^d - Various Branches	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	-

QUALIFICATION STANDARDS FOR RANK AND FILE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES/ OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TELLERING SECTION						
CORPORATE EXECUTIVE OFFICER I - 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	-
CASHIER - Various Branches	8	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	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 Res. No. 1900569 promulgated on 27 May 2019

^b Per CSC MC No. 05, s.2016

^c Per CSC Res. No. 1901042 promulgated on 16 September 2019

^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. 050747 promulgated on 07 June 2005

^l Per CSC Res. No. 1800011 promulgated on 09 January 2018

^m Per CSC MC No. 16, s.2016

ⁿ Per CSC Res. No. 1600879 promulgated on 03 August 2016

^o Per CSC Res. No. 1900050 promulgated on 15 January 2019

^p Per CSC Res. No. 1900228 promulgated on 05 March 2019