

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
INTERNAL AUDIT SERVICE GROUP						
SENIOR AUDITOR - Corporate Service 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	-
MANAGEMENT AND AUDIT OFFICER - Information Systems Audit Department - 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	-
BENEFITS ADMINISTRATION DIVISION						
CORPORATE EXECUTIVE OFFICER III ^a - Retirement, Death and Funeral Benefits 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	-
MEMBER SERVICES AND SUPPORT GROUP						
CORPORATE EXECUTIVE OFFICER III ^a - Member Electronic Services 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	-
SOCIAL SECURITY OFFICER IV - 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	Proficient in writing
SENIOR COMMUNICATIONS ANALYST - 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	-
SENIOR ANALYST - Identity Management Department - Member Relations and Support 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 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	-
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	With supervisory experience

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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 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^b - Member Communications and Assistance 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	-
ACCOUNT MANAGEMENT GROUP						
SENIOR ANALYST^c - NCR 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	-
INTERNATIONAL OPERATIONS GROUP						
FOREIGN REPRESENTATIVE I - Asia, Americas and Pacific Operations Division - 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	-
INVESTMENTS SECTOR						
CORPORATE EXECUTIVE OFFICER III^a - Securities Settlement and Custody 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 SPECIALIST - Business and Development Loans Department - Strategic Decision and Technical Support 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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JUNIOR ANALYST - Cash Management Department - Housing and Acquired Assets Management Department - Liquidity Management and Bank Deposits 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	-
CORPORATE SERVICES SECTOR						
CONTROLLERSHIP GROUP						
SOCIAL SECURITY OFFICER III - General 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	10	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-
SENIOR ANALYST - 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	Preferably Certified Public Accountant (CPA)
JUNIOR ANALYST - Budget 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 - 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	-
ADMINISTRATION GROUP						
JUNIOR TECHNICAL ASSISTANT ^a - General Services 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	-
CORPORATE EXECUTIVE OFFICER II - Office 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	-

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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	Preferably Professional Mechanical Engineer
JUNIOR ENGINEER - Branch Support Services Department	11	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080	Preferably Civil Engineer
SENIOR ANALYST - Procurement Planning and Management Department	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR SECURITY ANALYST - Security Department	9	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	-
HUMAN RESOURCE MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III^a - 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	-
JUNIOR TECHNICAL ASSISTANT^a - Human Resource 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	-
HUMAN RESOURCE SPECIALIST^d - Organizational Planning and Staffing Department (OPSD)	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	For Organizational Planning Section, OPSD: - With above average analytical and communication skills (both written and oral) - With proven work experience related to organizational review and planning - Shortlisted candidate/s must pass the departmental internal proficiency exam for Human Resource Specialist

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ACCOUNTANT - Employee Services Department	10	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-
SENIOR HUMAN RESOURCE ANALYST^d - Learning and Development Department - Organizational Planning and Staffing 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 ANALYST^d - Organizational Planning and Staffing Department (OPSD) - 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	For Organizational Planning Section, OPSD: - With above average analytical and communication skills (both written and oral) - Preferably with background/experience in organizational review and planning - Shortlisted candidate/s must pass the departmental internal proficiency exam for Junior Human Resource Analyst
PROCESSOR - Employee 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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INFORMATION TECHNOLOGY MANAGEMENT GROUP						
JUNIOR TECHNICAL ASSISTANT ^a - 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	- Must have at least 3 years experience in any IT related fields - Preferably graduate of Engineering or any IT related course
SENIOR PROGRAMMER ^e - Information Systems Department II	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	-
COMPUTER MAINTENANCE TECHNOLOGIST III - Hosting Services 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	-
SENIOR ANALYST - Project Management Officer	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 - Data Center Operations Department - Network and Communications Department - Technical Support 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 - IT Governance and Standards 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 ADMINISTRATIVE ASSISTANT - ICT Support Services Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
LEGAL AND ENFORCEMENT GROUP						
ATTORNEY III - Luzon Central Legal Department	14	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080	-

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ATTORNEY II - NCR West Legal Department - Luzon North 1 Legal Department - Luzon South 1 Legal Department	13	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-
JUNIOR TECHNICAL ASSISTANT - Operations Legal Services Division II	13	Bachelor's degree	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
LEGAL RESEARCHER - Documentation and Conveyancing Department	11	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACTUARIAL AND RISK MANAGEMENT GROUP						
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						
SUPERVISING MEDICAL SPECIALIST IV^f - 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 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	-
SENIOR EXECUTIVE ASSISTANT - Medical Services Division	11	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR MEDICAL TECHNOLOGIST - Health Care Department	10	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080	-

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SENIOR CLERK ^c - 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						
JUNIOR TECHNICAL ASSISTANT ^a - 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	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 ⁹ - 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 ⁹ - 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 ⁹ - 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	-

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BRANCH OPERATIONS SECTOR						
SENIOR SPECIALIST - Branch Expansion and Management 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	-
CENTRAL PROCESSING GROUP						
SENIOR SPECIALIST - Central Processing Group	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CLAIMS PROCESSOR IV ^h - Various Processing Centers (Death, Disability and Retirement Section)	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	-
CLAIMS PROCESSOR III ^h - Various Processing Centers (Death, Disability and Retirement Section)	10	Bachelor's degree in Business, Management, Accountancy, Mathematics or in any discipline with at least 12 combined units in Science and Mathematics	None required	None required	Career Service (Professional) Second Level Eligibility	-
CLAIMS PROCESSOR II ^h - Various Processing Centers (Sickness, Maternity and EC Reimbursement Section)	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 ^h - Various Processing Centers (Membership and Operations Accounting Section)	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 ⁱ - Diliman Processing Center (Self-Employed and Voluntary Members Section)	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	-

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ADMINISTRATIVE SECTION AND ADMINISTRATIVE AND GENERAL ACCOUNTING SECTION						
ACCOUNTANT - Various Divisions	10	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	-
JUNIOR ADMINISTRATIVE ASSISTANT - Marikina Branch	8	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACCOUNTS MANAGEMENT SECTION						
SOCIAL SECURITY OFFICER III - Baguio Branch	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 ^c - 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 ^b - 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 AND SERVICE OFFICES						
CORPORATE EXECUTIVE OFFICER II - Davao-San Pedro Branch - Toledo Branch	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 - Antipolo Branch	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 MEMBER SERVICE REPRESENTATIVE ^b - 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	-

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TELLERING SECTION						
CASHIER ^h - 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 MC No. 05, s.2016

^b Per CSC Res. No. 1701653 promulgated on 28 December 2017

^c Per CSC Res. No. 1600842 promulgated on 26 July 2016

^d Per CSC Res. No. 1900816 promulgated on 16 July 2019

^e Per CSC Res. No. 1200860 promulgated on 13 June 2012

^f Per CSC Res. No. 1600879 promulgated on 03 August 2016

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

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

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