QUALIFICATION STANDARDS FOR EXECUTIVE/MANAGERIAL VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HEAD OFFICE						
VICE PRESIDENT [a] - Alternative Investments Division - Program Services Division - Risk Management Division	27	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 [b] - Medical Services Division	27	Doctor of Medicine	5 years of supervisory/ management experience	120 hours of supervisory/ management training/ learning and development intervention OR 40 hours of relevant medical training and 80 hours of supervisory/ managerial training	RA 1080, as amended (Physician)	-
DEPARTMENT MANAGER III [a] - Various Departments	25	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 III [b] - Various Legal Departments under Legal and Enforcement Group	25	Bachelor of Laws	2 years of supervisory/ management experience and 5 years of practice of legal profession	120 hours of supervisory/ management training/ learning and development intervention OR 40 hours of relevant legal training and 80 hours of supervisory/ managerial training	RA 1080, as amended, (Attorney)	-

[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 EXECUTIVE/MANAGERIAL VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
BRANCH OPERATIONS						
VICE PRESIDENT [b] - Visayas and Mindanao Regional Processing Division - NCR East Division	27	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] - Various Processing Centers	25	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 III [b] - Various Branches	25	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] - Angeles Branch	24	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	22	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] - Various Branches	21	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	-

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> Completion of the degrees of Bachelor of Laws and Doctor of Medicine (for positions the duties of which do not involve practice of profession covered by Bar/Board laws)
> RA No. 1080 eligibles (for positions the duties and responsibilities of which involve practice of profession)
> Career Executive Service (CES) or Career Service Executive (CSE) eligibles

[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	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK						
CORPORATE EXECUTIVE OFFICER III [a] - Commission Secretariat Department	22	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 DEPUTY CLERK OF COURT [b] - National Capital Region Commission Legal Department - Visayas Commission Legal Department	19	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	-
JUNIOR DEPUTY SHERIFF [b] - Luzon Commission Legal Department	14	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-
INTERNAL AUDIT SERVICE GROUP						
CORPORATE EXECUTIVE OFFICER III [a] - Procurement and Special Audit Department	22	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 - Internal Audit Service Division I	20	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR AUDITOR - NCR and Foreign Audit Department	21	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR AUDITOR - Corporate Service Audit Department	19	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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> 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	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
MANAGEMENT AND AUDIT OFFICER - Procurement and Special Audit Department	15	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] - Benefits Oversight and Review Department - Sickness, Maternity and Disability Benefits Administration Department	22	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 - Pensions Administration Department	21	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ASSISTANT PROGRAM SPECIALIST [c] - Retirement, Death and Funeral Benefits Administration Department - Sickness, Maternity and Disability Benefits Administration Department	16	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	-
JUNIOR EXECUTIVE ASSISTANT - Pensions Administration Department	16	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST [c] - Benefits Oversight and Review Department	15	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	-

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

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR ADMINISTRATIVE ASSISTANT - Benefits Administration Division	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
MEMBER SERVICES AND SUPPORT GROUP						
SOCIAL SECURITY OFFICER IV - Identity Management Department	21	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	19	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	• Proficient in conducting systematic research, including data collection, analysis, and interpretation of findings • Skilled in identifying relevant research topics • Demonstrates strong technical writing skills for research documentation, report preparation, and content development
SENIOR COMMUNICATIONS ANALYST - Member Communications and Assistance Department	19	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 - Member Education Department	15	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ANALYST - Identity Management Department - Member Relations and Support Division	15	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR MEMBER SERVICE REPRESENTATIVE - Member Communications and Assistance Department - Member Electronic Services Department	15	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 - Member Services and Support Group	14	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	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR ANALYST - Identity Management Department	13	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 Department	13	Bachelor's degree in Business Management, Marketing, Accountancy, Mathematics or in any discipline	None required	None required	Career Service (Professional) Second Level Eligibility	-
JUNIOR ADMINISTRATIVE ASSISTANT - Rechords Archiving and Servicing Department	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR DATA CONTROLLER - Rechords Archiving and Servicing Department	11	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	-
SENIOR RECORDS CUSTODIAN - Rechords Archiving and Servicing Department	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACCOUNT MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III [a] - Cooperatives and Informal Sector Department	22	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 - Professional Sector Department	19	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 - Visayas and Mindanao Large Accounts Department	16	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
INTERNATIONAL OPERATIONS GROUP						
FOREIGN REPRESENTATIVE II [e] - Middle East and Europe Operations Division	22	Master's degree or Certificate in Leadership and Management from the CSC	7 years branch operations supervisory experience in social security/ financial institution OR any of the following: - With at least 4 years branch operations supervisory experience in social security/ financial institution and 3 years of supervisory experience in support services - With at least 5 years branch operations supervisory experience provided that the appointee has completed the SSS Branch Officership Program	40 hours of supervisory/ management learning and development intervention	Career Service (Professional) Second Level Eligibility	-
SENIOR EXECUTIVE ASSISTANT - International Operations Group	20	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST - Foreign Operations Support Services Department	19	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 - Bilateral Agreements Department - DMW Branch - Middle East and Europe Operations Division	15	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 - International Operations Group	14	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	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
INVESTMENTS SECTOR						
JUNIOR SPECIALIST - Strategic Decision and Technical Support Department	19	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 - Cash Management Department - Securities Settlement and Custody Department	16	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - Treasury Division	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ANALYST - Cash Management Department - Liquidity Management and Bank Deposits Department	13	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 - Strategic Decision and Technical Support Department	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR CLERK [d] - Cash Management Department	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
FUND MANAGEMENT GROUP						
PORTFOLIO MANAGER [f] - Fund Management Group	24	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	-
SENIOR ADMINISTRATIVE ASSISTANT - Fund Management Group	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CAPITAL MARKETS GROUP						
JUNIOR TECHNICAL ASSISTANT [a] - Capital Markets Group	22	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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QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TRADER II [g] - Fixed Income Investments Division	22	Bachelor's degree preferably in Finance, Business, Mathematics, Statistics, Economics, Accounting or other allied courses	2 years of experience preferably trading in equities, government securities, or corporate bonds, fixed income instruments, asset, portfolio or other financial management functions	32 hours of training preferably in asset, portfolio, financial management, fixed income instruments, or other financial/ investment-related trainings	Career Service (Professional) Second Level Eligibility	-
SENIOR SPECIALIST - Fixed Income Investments Division	21	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 - Equities Investments Division	19	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] - Housing and Acquired Assets Management Department	22	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 V - Investment Property Department	22	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 - ROPA and Acquired Assets Department	21	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 - Housing and Acquired Assets Management Department	16	Bachelor's degree	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	15	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)	-

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QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR ANALYST - Business and Development Loans Department - Housing and Acquired Assets Management Department - Member Loans Department	15	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	13	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR CLERK [d] - Housing and Acquired Assets Management Department	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management
CORPORATE SERVICES SECTOR **CONTROLLERSHIP GROUP**						
CORPORATE EXECUTIVE OFFICER III [a] - General Accounting Department	22	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] - Controllership Group - Operations Accounting Division	22	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 - Controllership Group	20	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SOCIAL SECURITY OFFICER III - General Accounting Department	19	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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> Career Executive Service (CES) or Career Service Executive (CSE) eligibles

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
ACCOUNTANT - Branch Accounting Department - General Accounting Department	15	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	15	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 - General Accounting Department	15	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 - Contributions Accounting Department - Investments Accounting Department	15	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
PROCESSOR - Investments Accounting Department	13	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	11	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR CLERK [d] - Contributions Accounting Department - Investments Accounting Department	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management
VERIFIER - Contributions Accounting Department	9	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
ADMINISTRATION GROUP						
SOCIAL SECURITY OFFICER V - Engineering and Facilities Management Department	22	Bachelor's degree relevant to the job	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ARCHITECT - Engineering and Facilities Management Department	21	Bachelor's degree relevant to the job or Architecture	4 years of relevant experience	24 hours of relevant training	RA 1080	Proficient in CAD software
SENIOR ENGINEER - Engineering and Facilities Management Department	21	Bachelor's degree in Engineering relevant to the job	4 years of relevant experience	24 hours of relevant training	RA 1080	Proficient in CAD software
JUNIOR ENGINEER - Branch Support Services Department	19	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080	For 26BRF0098: Preferably an Electrical Engineer For 26BRF0099: Preferably Civil Engineer
JUNIOR SPECIALIST - Contract Management Department	19	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 - Engineering and Facilities Management Department	19	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 - Procurement Planning and Management Department	15	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR TECHNICIAN - Engineering and Facilities Management Department	14	High School Graduate or Completion of relevant vocational/ trade 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	Preferably with NC II Certification and a graduate of engineering related course
JUNIOR ANALYST - Contract Management Department	13	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
BUYER - Procurement Planning and Management Department	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SECURITY ANALYST - Security Department	11	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 PROPERTY CUSTODIAN - Office Services Department	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	With background in inventory management
SENIOR CLERK [d] - Office Services Department	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management
SENIOR MACHINE OPERATOR - Office Services Department	8	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	-
HUMAN RESOURCE MANAGEMENT GROUP						
SOCIAL SECURITY OFFICER IV - Learning and Development Department - Organizational Planning and Staffing Department - Performance Management and Employee Relations Department	21	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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POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HUMAN RESOURCE SPECIALIST [i] - Organizational Planning and Staffing Department - Performance Management and Employee Relations Department	19	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	-
SENIOR HUMAN RESOURCE ANALYST [i] - Employee Services Department - Organizational Planning and Staffing Department - Performance Management and Employee Relations Department	15	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 [i] - Employee Services Department - Learning and Development Department	13	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	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
INFORMATION TECHNOLOGY MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III [a] - Information Systems Department III - Project Management Office	22	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 - Hosting Services Department	21	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/II/III/IV - IT Governance and Standards Department - Project Management Office	19	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR PROGRAMMER [j] - Information Systems Department I/II/IV	18	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 - Technical Support Department	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR PROGRAMMER [j] - Information Systems Department I/II/III/IV	15	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	-

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

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR ANALYST - Information Systems Security Department	15	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 - Information Technology Management Group	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
COMPUTER MAINTENANCE TECHNOLOGIST II - IT Operations Analysis Department - Network and Communications Department - Technical Support Department	13	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	13	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 - Data Center Operations Department	11	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR CLERK [d] - Network and Communications Department	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management
JUNIOR SUPPLIES CUSTODIAN - Data Center Operations Department	8	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
LEGAL AND ENFORCEMENT GROUP						
ATTORNEY III - Opinion and Research Department - Visayas West 1 Legal Department - Mindanao North Legal Department	23	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080	-
ATTORNEY II - NCR South Legal Department - Visayas Central Legal Department - Mindanao South Legal Department	22	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-
JUNIOR EXECUTIVE ASSISTANT - Legislative Affairs Department - Special Investigation Department	16	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR INVESTIGATOR - Special Investigation Department	13	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 RECORDS CUSTODIAN - Legal and Enforcement Group	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
ACTUARIAL AND RISK MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III (ASSOCIATE ACTUARY) [a] - Program Development and Pricing Department	22	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 Bachelor's degree graduate in Actuarial Science, Mathematics, Statistics, Economics, Applied Mathematics, Data Science, Finance, or other actuarial-related fields
JUNIOR ACTUARIAL RESEARCHER - Program Development and Pricing Department - Valuation Department	19	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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> Career Executive Service (CES) or Career Service Executive (CSE) eligibles

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
JUNIOR SPECIALIST - Financial and Investment Risk Management Department - Operational Risk Management Department	19	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 [k] - Medical Operations Department	23	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	23	Doctor of Medicine	3 years of relevant experience	16 hours of relevant training	RA 1080	-
SUPERVISING MEDICAL SPECIALIST III [k] - Medical Operations Department	22	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 - Health Care Department - Medical Operations Department	22	Doctor of Medicine	3 years of relevant experience	16 hours of relevant training	RA 1080	-
MEDICAL SPECIALIST II - Medical Operations Department	21	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	-
SENIOR CLERK [d] - Medical Operations Department	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
MANAGEMENT SERVICES AND PLANNING DIVISION						
CORPORATE EXECUTIVE OFFICER IV [a] - Corporate Policy and Planning Department	23	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 V - Quality Management Department	22	Bachelor's degree relevant to the job	5 years of relevant experience	32 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST [l] - Quality Management Department	19	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	-
JUNIOR EXECUTIVE ASSISTANT - Corporate Policy and Planning Department	16	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 [a] - Public Affairs and Special Events Division	22	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 EXECUTIVE ASSISTANT - Media Affairs Department	16	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
BRANCH OPERATIONS SECTOR						
SENIOR EXECUTIVE ASSISTANT - Branch Operations Sector	20	Bachelor's degree	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ENGINEER - Branch Expansion and Management Services Department	19	Bachelor's degree in Engineering relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080	-
CENTRAL PROCESSING GROUP						
CORPORATE EXECUTIVE OFFICER III [a] - Central Processing Group - Various Processing Centers	22	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 - Diliman Processing Center	21	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 - Pasig Processing Center - Tarlac Processing Center	16	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CLAIMS PROCESSOR III [m] - DDR Section, Various Processing Centers	15	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	-
SENIOR ADMINISTRATIVE ASSISTANT - NCR/Visayas and Mindanao Regional Processing Divisions - Various Processing Divisions	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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> Completion of the degrees of Bachelor of Laws and Doctor of Medicine (for positions the duties of which do not involve practice of profession covered by Bar/Board laws)
> RA No. 1080 eligibles (for positions the duties and responsibilities of which involve practice of profession)
> Career Executive Service (CES) or Career Service Executive (CSE) eligibles

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
CLAIMS PROCESSOR II [m] - SMEC Section, Various Processing Centers	13	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 [m] - MOA Section, Various Processing Centers	13	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 [k] - SEVM Section, Diliman Processing Center	13	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] - Various Processing Centers	9	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	• Working Proficiency on Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops on data management, digital transformation, office productivity tools or records management
VERIFIER - Various Processing Centers	9	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	-
OFFICE OF THE HEAD						
JUNIOR TECHNICAL ASSISTANT [a] - Various Divisions	22	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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QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR COMMUNICATIONS ANALYST - Luzon Central 1 Division	19	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 Divisions	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ADMINISTRATIVE ASSISTANT - Various Branches	11	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 - Luzon North 1 Division	21	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 North 1 Division	15	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 2 Division	14	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
BOOKKEEPER - Luzon Bicol Division - Visayas Central 1 Division	11	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
DRIVER - Visayas Central 1 Division - Mindanao South 1 Division	7	Elementary School Graduate	None required	None required	Professional Driver's License (MC 10, s. 2013 - Cat. IV)	-
ADMINISTRATIVE SECTION						
CORPORATE EXECUTIVE OFFICER I - Various Branches	19	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR ADMINISTRATIVE ASSISTANT - Various Branches	11	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR CLERK [d] - Bangued Branch	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management
COURIER - NCR South Division	3	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	-
ACCOUNTS MANAGEMENT SECTION						
CORPORATE EXECUTIVE OFFICER II - Various Branches	21	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	19	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 [n] - Various Branches	15	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	13	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 - Various Branches	21	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	19	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	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
SENIOR MEMBER SERVICE REPRESENTATIVE - Various Branches	15	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	13	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] - San Pedro Branch	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management
TELLERING SECTION						
CORPORATE EXECUTIVE OFFICER I - Various Branches	19	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
CASHIER [d] - Various Branches	11	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] - Bago Branch	9	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	• Proficient in Microsoft Excel, Word and Powerpoint • Digitally literate • Process automation awareness • Attended workshops in data management, digital transformation, office productivity tools or records management

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	PG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	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. 1901042 promulgated on 16 September 2019
[d] Per CSC Res. No. 1701653 promulgated on 28 December 2017
[e] Per CSC Res. No. 1401669 promulgated on 26 November 2014
[f] Per CSC Res. No. 1900563 promulgated on 21 May 2019
[g] Per CSC Res. No. 2100108 promulgated on 09 February 2021
[h] Per CSC Res. No. 1900817 promulgated on 16 July 2019
[i] Per CSC Res. No. 1900816 promulgated on 16 July 2019
[j] Per CSC Res. No. 1200860 promulgated on 13 June 2012
[k] Per CSC Res. No. 1600879 promulgated on 03 August 2016
[l] Per CSC Res. No. 1900050 promulgated on 15 January 2019
[m] Per CSC Res. No. 1900228 promulgated on 05 March 2019
[n] Per CSC Res. No. 1600842 promulgated on 26 July 2016