

QUALIFICATION STANDARDS FOR EXECUTIVE VACANCIES

POSITION / OFFICE	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
HEAD OFFICE						
EXECUTIVE VICE PRESIDENT ^a - Investments Sector	19	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	-
SENIOR VICE PRESIDENT ^a - Capital Markets 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 - Program Services 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	-
DEPARTMENT MANAGER III ^a - Information Systems Department II	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	-
DEPARTMENT MANAGER III (SENIOR ASSOCIATE ACTUARY) ^a - Actuarial Research 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	Preferably with Bachelor's/ Master's degree in Mathematics, Actuarial Science, Statistics, or Finance
DEPARTMENT MANAGER III ^b - Mindanao North Legal Department	15	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:

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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

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DEPARTMENT MANAGER III^a - Bids and Awards Committee Secretariat Department - Cash Management Department - Cooperatives and Informal Sector Department - Data Center Operations Department (DCOD) - Foreign Operations Support Services Department - IT Operations Analysis Department (ITOAD) - Medical Operations Department - Organizational Planning and Staffing Department - ROPA and Acquired Assets 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	For DCOD: ● Preferably with training/certification on the following: - Risk Reduction for IT (at least 32 hours) - Training on ITIL v.4 (at least 40 hours) - Systems Analysis and Design ● Preferably with at least 4 years experience in handling data center operations including operationalization of alternate data center For ITOAD: ● Preferably with training/certification on the following: - Training on ITIL v.4 (at least 40 hours) - IT Service Management solution (at least 8 hours)
BRANCH HEAD I^b - DMW 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	-
BRANCH OPERATIONS						
SENIOR VICE PRESIDENT^b - Central Processing 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 training/ learning and development intervention	Career Service (Professional) Second Level Eligibility	-
VICE PRESIDENT^b - Visayas West 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	-

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

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

QUALIFICATION STANDARDS FOR RANK & FILE VACANCIES

POSITION	JG	QUALIFICATION STANDARDS				PREFERENCES / OTHER REQUIREMENTS
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
COMMISSION SECRETARY, COMPLIANCE OFFICER AND EXECUTIVE COMMISSION CLERK						
HEARING STENOGRAPHER II ^a - Commission Secretariat Department	11	Bachelor's degree	2 years of experience in documentation and transcription of proceedings in meetings/ hearings or other similar/ related experiences	8 hours of training on documentation, transcription, records keeping or other similar/ related trainings undertaken within the last five (5) years	Career Service (Professional) Second Level Eligibility	-
JUNIOR DATA ENCODER ^b - Commission Secretariat 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 or Data Encoder Eligibility (CSC MC No. 11, s. 1996, as amended)	-
INTERNAL AUDIT SERVICE GROUP						
MANAGEMENT AND AUDIT OFFICER - Information Systems 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	Preferably with knowledge in IT
BENEFITS ADMINISTRATION DIVISION						
JUNIOR PROGRAM SPECIALIST ^c - Pensions 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	Preferably with experience in benefit program/project development/ enhancement and/or monitoring/evaluation
MEMBER SERVICES AND SUPPORT GROUP						
SOCIAL SECURITY OFFICER IV - Member Communications and Assistance Department	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
SENIOR ADMINISTRATIVE ASSISTANT - Member Relations and Support Division	9	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

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ACCOUNT MANAGEMENT GROUP						
SENIOR ANALYST^d - 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						
CORPORATE EXECUTIVE OFFICER III^e - Bilateral Agreements 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 - Foreign Operations Support 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	-
FOREIGN REPRESENTATIVE I - Asia, Americas and Pacific 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 IV^e - Strategic Decision and Technical Support 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	-
JUNIOR APPRAISER^f - 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)	-

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SENIOR CLERK ^b - Investment Property 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	-
CONTROLLERSHIP GROUP						
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	-
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	-
SOCIAL SECURITY OFFICER II - Contributions 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	-
ADMINISTRATION GROUP						
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 - Contract 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 ADMINISTRATIVE ASSISTANT - Procurement Management Division	9	Bachelor's degree	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	-

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HUMAN RESOURCE MANAGEMENT GROUP						
SOCIAL SECURITY OFFICER IV - Employee Services Department - Learning and Development 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	-
HUMAN RESOURCE ASSISTANT - Employee Services Department	7	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	-
INFORMATION TECHNOLOGY MANAGEMENT GROUP						
CORPORATE EXECUTIVE OFFICER III^e - Information Systems Department I/III/IV - IT Governance and Standards Department - IT Resource 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	-
SOCIAL SECURITY OFFICER IV - Network and Communications Department	12	Bachelor's degree relevant to the job	4 years of relevant experience	24 hours of relevant training	Career Service (Professional) Second Level Eligibility	-
JUNIOR SPECIALIST - Information Systems Security 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	-
LEGAL AND ENFORCEMENT GROUP						
ATTORNEY III - Luzon South 1 Legal Department	14	Bachelor of Laws	3 years of relevant experience	16 hours of relevant training	RA 1080	-

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ATTORNEY II - Governance and Administrative Adjudication Department - Legislative Affairs Department	13	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080	-
ACTUARIAL AND RISK MANAGEMENT GROUP						
JUNIOR SPECIALIST - Financial and Investment Risk Management Department	11	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service (Professional) Second Level Eligibility	Preferably with degree in Mathematics/Applied Mathematics/Finance/Statistics/Economics/Management Engineering/Business Administration/Accounting, or related courses with some mathematical/finance/statistics and other technical subjects
MEDICAL SERVICES DIVISION						
SUPERVISING MEDICAL SPECIALIST IV^g - Health Care 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)	-
SENIOR CLERK^b - Health Care 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	Preferably Nurse
MANAGEMENT SERVICES AND PLANNING DIVISION						
SOCIAL SECURITY OFFICER V - Quality 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	Preferably with background on ISO 9001, QMS documentation and auditing experience, 5S, and process improvement
JUNIOR SPECIALIST^h - Corporate Policy and Planning Department	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	-

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PUBLIC AFFAIRS AND SPECIAL EVENTS DIVISION						
SOCIAL SECURITY OFFICER IV - Corporate Communications Department - Media Affairs 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	-
BRANCH OPERATIONS SECTOR						
SENIOR MEMBER SERVICE REPRESENTATIVE - Zamboanga Branch	10	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	-

^a Per CSC Res. No. 1900569 promulgated on 27 May 2019

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

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

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

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

^f Per CSC Res. No. 1900817 promulgated on 16 July 2019

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

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