

Republic of the Philippines
Philippine Guarantee Corporation (PhilGuarantee)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of Philippine Guarantee Corporation in the CSC website:

ALBERTO E. PASCUAL

President and CEO

Date: 14 February 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience (Years of Relevant Experience)	Eligibility	Competency (if applicable)	
1	Department Head (Vice President)	20	26	Php107,444.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory experience/ management experience	Career Service Professional/2nd Level Eligibility		PhilGuarantee Office

Interested applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **02 March 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ALBERTO E. PASCUAL

President and CEO

Philippine Guarantee Corporation

17/F, Citibank Tower, Valero Street, Valero Street,

Salcedo Village, Makati City

careers@hgc.gov.ph

- **APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

