

Republic of the Philippines
PHILIPPINE GUARANTEE CORPORATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Philippine Guarantee Corporation in the CSC website:

ATTY. RONCES ANNE S. REYES-DE LEON

Human Resource Officer V

Date: 30 July 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary (P)	Qualification Standards					Place of Assignment
					Education	Training	4 years of relevant experience	Eligibility	Competency (if applicable)	
Office of the Corporate Secretary										
1	Minutes Officer IV	4	14	27,755	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
2	Minutes Officer III	5	12	22,938	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level		Makati City
Corporate Compliance and Standards Office										
3	Compliance Officer III	14	18	40,637	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
4	Quality Management Officer V	17	24	83,406	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) 2nd Level		Makati City
5	Quality Management Officer III	19	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
Enterprise Risk Management Office										
6	Information Security Officer	24	22	65,319	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
SME and Priority Sectors Guarantee Group										
7	Account Officer V	69	24	83,406	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) 2nd Level		Makati City

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8	Account Officer I	76	13	25,232	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level		Makati City
	Housing Guarantee Group									
9	Marketing Officer III	84	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
10	Marketing Officer III	85	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
11	Account Officer IV	103	22	65,319	Bachelor's Degree	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
	Agriculture Guarantee Group									
12	Marketing Officer III	115	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
13	Marketing Officer III	116	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
14	Marketing Officer II	117	16	33,584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
15	Marketing Officer 1	119	13	25,232	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level		Makati City
16	Account Officer III	123	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
17	Account Officer III	124	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
18	Account Officer II	125	16	33,584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
19	Account Officer II	126	16	33,584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
20	Account Officer I	128	13	25,232	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level		Makati City

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21	Account Officer III	135	19	45,269	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
22	Account Officer II	136	16	33,584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
23	Account Officer I	138	13	25,232	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level		Makati City
Asset Management and Recovery Group										
24	Remedial Officer II	157	16	33,584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
25	Asset Management Officer II	167	16	33,584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
26	Asset Management Officer II	168	16	33,584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
Investments and Operations Group										
27	Investment Officer II	147	16	33,584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
28	Department Head (Vice President)	180	26	107,444	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/management learning and development intervention	5 years of supervisory/management experience	Career Service (Professional) 2nd Level		Makati City
29	Claims and Collection Officer IV	189	22	65,319	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
30	Claims and Collection Officer III	190	19	45,269	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
31	Claims and Collection Officer II	191	16	33,584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
32	Claims and Collection Officer I	192	13	25,232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd Level		Makati City
33	Credit Officer III	203	19	45,269	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City

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34	Credit Officer II	204	16	33,584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
	Corporate Services Group									
35	Human Resource Officer III	237	18	40,637	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
36	Procurement Officer III	263	18	40,637	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
37	Procurement Officer II	264	15	30,531	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
	Comptrollership Group									
38	Financial Accounting Officer (Financial Accounting Officer III)	274	18	40,637	Bachelor's Degree in Commerce/Business Administration major in Accounting	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (CPA)		Makati City
39	Financial Accounting Officer II	275	15	30,531	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training/s	1 year of relevant experience	RA 1080 (CPA)		Makati City
40	MIS Officer V	276	24	83,406	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) 2nd Level		Makati City
41	Budget Officer II	286	15	30,531	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level		Makati City
42	Procurement Planning Officer III	289	18	40,637	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
43	Information Technology Officer I	295	19	45,269	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City
44	Information Technology Officer I	299	19	45,269	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) 2nd Level		Makati City

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	Legal Group									
45	Corporate Attorney IV	322	23	73,811	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Makati City
46	Corporate Attorney IV	323	23	73,811	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Makati City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than 10 August 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 last rating period** (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:

ATTY. RONCES ANNE S. REYES-DE LEON

Human Resource Officer V

2/F Jade Bldg. #335 Sen. Gil Puyat Ave., Makati City

rardeleon@philguarantee.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.