

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**  
**HRMO**

Date: 9-Mar-21

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Marketing Officer II	45	16	33584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Makati City
2	Account Officer II	52	16	33584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Makati City
3	Marketing Officer II	65	16	33584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Makati City
4	Account Officer II	73	16	33584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Makati City
5	Account Officer II	74	16	33584	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Makati City
6	Cash Management Officer III	177	16	33584	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) 2nd Level Eligibility		Makati City
7	Cash Management Officer II	179	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd Level Eligibility		Makati City

8	Claims and Collection Officer I	199	13	25232	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) 2nd Level Eligibility		Makati City
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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 March 19, 2021

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](http://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 Management Officer V

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

[careers@philguarantee.gov.ph](mailto:careers@philguarantee.gov.ph)

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