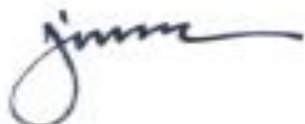


Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Account Admin Associate	1	1	Minimum of 8 hours a day and 5 days a week for 1 year
2	Account Analyst I	7	7	-same -
3	Account Analyst II	12	12	-same -
4	Account Analyst III	6	6	-same -
5	Accounting Clerk	1	1	-same -
6	Accounting Specialist	3	3	-same -
7	Accounting Specialist III	3	3	-same -
8	Administrative Assistant	23	23	-same -
9	Administrative Services Asst. II	2	2	-same -
10	Buyer/Canvasser	1	1	-same -
11	Cash Collections Clerk	1	1	-same -
12	Chauffeur	24	24	-same -
13	Clerk II	7	7	-same -
14	Claims and Collection Processor	13	13	-same -
15	Computer Technician	1	1	-same -
16	Courier	6	6	-same -
17	Creative Arts Specialist	1	1	-same -
18	Credit Analyst	1	1	-same -
19	Data Encoder	3	3	-same -
20	Data Processing Analysts	2	2	-same -



21	Electrician	1	1	-same -
22	Executive Assistant I	1	1	-same -
23	Executive Assistant IV	2	2	-same -
24	Guarantee Officer	7	7	-same -
25	Hardware Technician	1	1	-same -
26	HR Analyst I	1	1	-same -
27	HR Analyst II	3	3	-same -
28	Human Resource Specialist	1	1	-same -
29	Information Technology Analyst	1	1	-same -
30	LGU Guarantee Officer IV	1	1	-same -
31	LGU Guarantee Specialist	1	1	-same -
32	Management Information Systems Specialist	1	1	-same -
33	Marketing Specialist	2	2	-same -
34	Master Electrician	1	1	-same -
35	MS Dynamics AX Function Analyst	1	1	-same -
36	Network System Administrator	1	1	-same -
37	Paralegal	4	4	-same -
38	Planning and Communications Assistant	1	1	-same -
39	Plumber/Carpenter	1	1	-same -
40	Property Assistant I	2	2	-same -
41	Safety and Health Officer	2	2	-same -
42	Senior Account Analyst	7	7	-same -

43	Senior Credit Analyst	2	2	-same -
44	Senior Marketing Analyst	3	3	-same -
45	Senior Programmer	1	1	-same -
46	Technical Analyst	3	3	-same -
47	Technical Specialist	1	1	-same -
48	Utility Worker (Bataan)	1	1	-same -
49	Utility Worker	3	3	-same -
50	Writer/Researcher	1	1	-same -



Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
I.	SCOPE OF WORK	
	a. Manpower Complement	
	i. Number of required agency personnel: 176	



	ii. Work Hours: Minimum of 8 hours a day and 5 days a week																																																																																																							
	iii. Place of Assignment: PhilGuarantee office/s																																																																																																							
	iv. Schedule of requirements are as follows:																																																																																																							
	<table border="1"> <thead> <tr> <th>Position Title</th> <th>Employee rate per day</th> <th>Number of Personnel</th> </tr> </thead> <tbody> <tr><td>Account Admin Associate</td><td>₱826.44</td><td>1</td></tr> <tr><td>Account Analyst I</td><td>₱622.53</td><td>7</td></tr> <tr><td>Account Analyst II</td><td>₱870.67</td><td>12</td></tr> <tr><td>Account Analyst III</td><td>₱1,054.62</td><td>6</td></tr> <tr><td>Accounting Clerk</td><td>₱537.00</td><td>1</td></tr> <tr><td>Accounting Specialist</td><td>₱943.17</td><td>3</td></tr> <tr><td>Accounting Specialist III</td><td>₱1,160.09</td><td>3</td></tr> <tr><td>Administrative Assistant</td><td>₱574.35</td><td>23</td></tr> <tr><td>Administrative Services Asst. II</td><td>₱870.67</td><td>2</td></tr> <tr><td>Buyer/Canvasser</td><td>₱574.35</td><td>1</td></tr> <tr><td>Cash Collections Clerk</td><td>₱597.70</td><td>1</td></tr> <tr><td>Chauffeur</td><td>₱545.37</td><td>24</td></tr> <tr><td>Clerk II</td><td>₱700.00</td><td>7</td></tr> <tr><td>Claims and Collection Processor</td><td>₱1,160.09</td><td>13</td></tr> <tr><td>Computer Technician</td><td>₱622.53</td><td>1</td></tr> <tr><td>Courier</td><td>₱537.00</td><td>6</td></tr> <tr><td>Creative Arts Specialist</td><td>₱1,149.43</td><td>1</td></tr> <tr><td>Credit Analyst</td><td>₱723.59</td><td>1</td></tr> <tr><td>Data Encoder</td><td>₱574.35</td><td>3</td></tr> <tr><td>Data Processing Analysts</td><td>₱1,160.09</td><td>2</td></tr> <tr><td>Electrician</td><td>₱545.37</td><td>1</td></tr> <tr><td>Executive Assistant I</td><td>₱920.56</td><td>1</td></tr> <tr><td>Executive Assistant IV</td><td>₱1,333.33</td><td>2</td></tr> <tr><td>Guarantee Officer</td><td>₱1,986.99</td><td>7</td></tr> <tr><td>Hardware Technician</td><td>₱622.53</td><td>1</td></tr> <tr><td>HR Analyst I</td><td>₱622.53</td><td>1</td></tr> <tr><td>HR Analyst II</td><td>₱870.67</td><td>3</td></tr> <tr><td>Human Resource Specialist</td><td>₱1,194.25</td><td>1</td></tr> <tr><td>Information Technology Analyst</td><td>₱1,511.31</td><td>1</td></tr> <tr><td>LGU Guarantee Officer IV</td><td>₱3,003.17</td><td>1</td></tr> <tr><td>LGU Guarantee Specialist</td><td>₱1,276.09</td><td>1</td></tr> <tr><td>Management Information Systems Specialist</td><td>₱2,429.33</td><td>1</td></tr> <tr><td>Marketing Specialist</td><td>₱1,027.14</td><td>2</td></tr> </tbody> </table>	Position Title	Employee rate per day	Number of Personnel	Account Admin Associate	₱826.44	1	Account Analyst I	₱622.53	7	Account Analyst II	₱870.67	12	Account Analyst III	₱1,054.62	6	Accounting Clerk	₱537.00	1	Accounting Specialist	₱943.17	3	Accounting Specialist III	₱1,160.09	3	Administrative Assistant	₱574.35	23	Administrative Services Asst. II	₱870.67	2	Buyer/Canvasser	₱574.35	1	Cash Collections Clerk	₱597.70	1	Chauffeur	₱545.37	24	Clerk II	₱700.00	7	Claims and Collection Processor	₱1,160.09	13	Computer Technician	₱622.53	1	Courier	₱537.00	6	Creative Arts Specialist	₱1,149.43	1	Credit Analyst	₱723.59	1	Data Encoder	₱574.35	3	Data Processing Analysts	₱1,160.09	2	Electrician	₱545.37	1	Executive Assistant I	₱920.56	1	Executive Assistant IV	₱1,333.33	2	Guarantee Officer	₱1,986.99	7	Hardware Technician	₱622.53	1	HR Analyst I	₱622.53	1	HR Analyst II	₱870.67	3	Human Resource Specialist	₱1,194.25	1	Information Technology Analyst	₱1,511.31	1	LGU Guarantee Officer IV	₱3,003.17	1	LGU Guarantee Specialist	₱1,276.09	1	Management Information Systems Specialist	₱2,429.33	1	Marketing Specialist	₱1,027.14	2	
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Master Electrician	₱818.18	1
MS Dynamics AX Function Analyst	₱1,200.00	1
Network System Administrator	₱1,800.00	1
Paralegal	₱1,170.60	4
Planning and Communications Assistant	₱743.26	1
Plumber/Carpenter	₱577.01	1
Property Assistant I	₱577.01	2
Safety and Health Officer	₱919.54	2
Senior Account Analyst	₱1,160.09	7
Senior Credit Analyst	₱1,160.09	2
Senior Marketing Analyst	₱1,160.09	3
Senior Programmer	₱1,573.84	1
Technical Analyst	₱723.59	3
Technical Specialist	₱1,400.00	1
Utility Worker (Bataan)	₱512.00	1
Utility Worker	₱537.00	3
Writer/Researcher	₱920.56	1
Total		176

v. The qualification requirements and duties of the required personnel are listed in Annex A.	
b. Obligations of the Service Provider	
i. Deploy to PhilGuarantee personnel who possess the necessary qualifications for the functions to be performed;	
ii. Not charge administrative fee on non-regular monetary benefits given to its personnel;	
iii. Be able to provide appropriate office uniforms to the personnel to be assigned to PhilGuarantee which shall be at no cost to PhilGuarantee and in accordance with specifications approved by PhilGuarantee;	

	<p>iv. Ensure that all personnel to be assigned to PhilGuarantee must have NBI Clearance and Medical Health Certificate, both issued within six (6) months prior to their assignment;</p>	
	<p>v. Ensure that the mandated premiums have been remitted to the concerned agencies such as but not limited to, PAG-IBIG, SSS, PhilHealth, ECC, etc. and withholding taxes due to BIR;</p>	
	<p>vi. Comply with the payment of salaries in accordance with the existing labor laws, rules and regulations such as but not limited to, the Labor Code, laws on existing Living Allowances, 13th Month Pay, PhilHealth Membership, Social Security Law, Pag-IBIG and Employees Compensation Commission and shall strictly observe the provision of pay slip to all its personnel assigned to PhilGuarantee;</p>	
	<p>vii. Be solely liable for the enforcement and/or compliance with all labor and/or social legislations as well as other pertinent laws and/or decrees and those that may be enacted thereafter;</p>	
	<p>viii. Send a monthly billing to PhilGuarantee which shall be the basis for payment of its services. A sworn affidavit certifying that it has paid the salaries, wages and/or benefits of its personnel under the law for the previous billings as well as proof of remittances,</p>	



	premium/payments and other deductions/contributions authorized by law shall be attached to the Disbursement Voucher prior to payment;	
	ix. Provide two (2) biometric machines for attendance monitoring of manpower agency personnel assigned in PhilGuarantee;	
	x. Assign one (1) resident administrator/liaison officer, at no cost to PhilGuarantee, to address all concerns regarding the deployment of personnel to PhilGuarantee;	
	xi. Authorize PhilGuarantee, when warranted/exigent, to intervene in the supervision of the personnel assigned to PhilGuarantee during their term of duty. However, the exercise by PhilGuarantee of such authority shall neither be deemed nor interpreted as relinquishment of the power/responsibility of the winning service provider as employer of its personnel assigned to PhilGuarantee, nor be construed as creating any employer-employee relationship between PhilGuarantee and the said personnel of the service provider;	
	xii. Agree to increase or decrease the number of personnel to be deployed subject to the actual manpower requirements of PhilGuarantee at any time during the effectivity of the Contract. PhilGuarantee may also add other position title/s	



	not included in the list of positions;	
	xiii. Assume all accountabilities over all personnel that shall be provided and deployed in PhilGuarantee Office;	
	xiv. Fully guarantee the capabilities, competence, grooming and proper personal hygiene of personnel to be assigned to PhilGuarantee and agrees to any personnel replacement that the PhilGuarantee shall require in case the individual work performance of a personnel fall below project/work activity expectations;	
	xv. At its own expense, provide additional training to its agency personnel as may be required for the performance of their jobs or as may be required by PhilGuarantee;	
	xvi. Have no derogatory record from past and present clients, as well as other pertinent government agencies;	
	xvii. Upon request of PhilGuarantee, be ready to provide the following documents of personnel: <ul style="list-style-type: none"> • Personal Information Sheet • Transcript of Records • Certificate of Employment/Seminars/Training • Certificate of Eligibility • Birth Certificate • Marriage Contract • NBI Clearance • Medical Certificate 	



	<ul style="list-style-type: none"> • Drug Test Results • Psychological/IQ Exam <p>The service provider shall submit a notarized Certificate of Authenticity and Veracity of the abovementioned documents; and</p>	
	<p>xviii. Maintain a satisfactory level of performance throughout the year based on the following criteria:</p> <ol style="list-style-type: none"> 1. Quality of service delivered 2. Time management and suitability of personnel 3. Contract administration and management 4. Provisions of regular progress report. 	
II.	OTHER REQUIREMENTS	
	a. The Service Provider must submit a detailed cost breakdown as part of the bid; salary rates shall not be higher or lower than the rates prescribed by PhilGuarantee.	
	b. The minimum for the Administrative Fee is ten percent (10%) of the Total Contract Cost.	
	c. The minimum for the daily wage of manpower agency personnel shall be the rate prescribed by government authorities.	
	d. The existing qualified manpower services personnel deployed in PhilGuarantee may be considered in the hiring by the service provider.	
III.	MINIMUM QUALIFICATIONS OF BIDDER AND REQUIREMENTS	
	a. With at least five (5) years of experience in providing	



	manpower services to government institutions;	
	b. Capable of providing at least 176 personnel;	
	c. With financial capability to advance the compensation and benefits of personnel in relation to their assignment with PhilGuarantee for at least three (3) months;	
	d. Must be:	
	d.1. Duly registered with the Department of Labor and Employment;	
	d.2. Duly registered with the Bureau of Internal Revenue;	
	d.3. Duly registered with the Department of Trade and Industry (for sole proprietorship) or Securities and Exchange Commission (for corporations and partnerships); and	
	d.4. An active employer registered with the following agencies:	
	d.4.1. Social Security System	
	d.4.2. Home Development Mutual Fund (Pag-IBIG Fund)	
	d.4.3. Philippine Health Insurance Corporation (PhilHealth)	
IV.	DURATION OF CONTRACT	
	One (1) year	




**PHILIPPINE GUARANTEE CORPORATION
LIST OF POSITIONS AND THE CORRESPONDING JOB DESCRIPTIONS**

POSITION	Qualifications, Skills, and Knowledge	JOB DESCRIPTIONS
Account Admin Associate	<ul style="list-style-type: none"> • Graduate of any 4-year course • One (1) year experience in administrative work • Good written and oral English communication skills • Knowledge of filing and updating of records and reports. • Excellent organizational skills. • Good attention to detail • Proficient in Excel, Word and PowerPoint • Ability to multitasking and handling multiple requests from different individuals 	<ul style="list-style-type: none"> • Monitor status of actions required in the Document Routing Slip; • File in a centralized and categorized manner all necessary documents. • Meet and coordinates with the different units, department and staff for concerns that need to be addressed immediately. • Act as the primary contact person who handles all messages and inquiries in the office promptly and efficiently; • Assist in the coordination and requisition of supplies and services as required.
Account Analyst I	<ul style="list-style-type: none"> • Graduate of any 4-year course • Knowledge in MS Office Application • Knowledge in accounts management 	<ul style="list-style-type: none"> • Assist in the preparation of sales and collection documents. • Assist in the verification, encoding of data, journal entry, recording, reconciliation, ledgering and client servicing. • Assist in the monitoring and updating of accounts. • Perform other functions that may be assigned from time to time.
Account Analyst II	<ul style="list-style-type: none"> • Graduate of any 4-year course • Six (6) months relevant experience • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Assist in the preparation of sales and collection documents. • Assist in the verification, encoding of data, journal entry, recording, reconciliation, ledgering and client servicing.



	<ul style="list-style-type: none"> • Knowledge in accounts management 	<ul style="list-style-type: none"> • Assist in monitoring and updating of accounts. • Assist in preparing account summaries and other correspondence. • Assist in the preparation of payment-related documentation for project-accounts. • Assist in the due diligence of project accounts. • Assist in the Automation processes of the Department. • Perform other functions that may be assigned from time to time.
Account Analyst III	<ul style="list-style-type: none"> • Graduate of any 4-year course • Two (2) years relevant experience • Knowledge in MS Office Application • Knowledge in accounts management 	<ul style="list-style-type: none"> • Assist in the preparation of sales and collection documents. • Assist in the verification, encoding of data, journal entry, recording, reconciliation, ledgering and client servicing. • Assist in monitoring and updating of complex accounts. • Assist in preparing account summaries and other correspondence. • Assist in the preparation of payment-related documentation for project-accounts. • Assist in the due diligence of complex project accounts. • Assist in the Automation processes of the Department. • Perform other functions that may be assigned from time to time.
Accounting Clerk	<ul style="list-style-type: none"> • Graduate of any 2-year Course/Diploma Course • Computer literate 	<ul style="list-style-type: none"> • Assist in the preparation of reports required by the Commission on Audit.



	<ul style="list-style-type: none"> • Experience in handling various office equipment particularly, scanner 	<ul style="list-style-type: none"> • Assist in the implementation of the Department's programs and activities.
Accounting Specialist	<ul style="list-style-type: none"> • Graduate of Business Management, Business Administration major in Accountancy or Banking and Finance • One (1) year experience in accounts management or accounting • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Assist in preparing company budget to help meet financial goals and recommend measures to reduce loss. • Maintain accounting records, identify, and verify financial transactions for multiple departments. • Process and organize invoices to ensure timely processing. • Manage and update payroll information. • Review ledgers, statements, and balance sheets for accuracy. • Perform other functions as may be assigned from time to time.
Accounting Specialist III	<ul style="list-style-type: none"> • Certified Public Accountant 	<ul style="list-style-type: none"> • Process and organize invoices • Assists in the review ledgers, statements and balance sheets for accuracy • Record financial information and provide summaries when necessary • Maintain accounts by recording, identifying and verifying financial transactions • Follow internal accounting procedures and policies to ensure financial security is maintained • Assist in the preparation of journal vouchers • Perform other functions as may be assigned from time to time




Administrative Assistant	<ul style="list-style-type: none"> • Graduate of any 2-year Course/Diploma Course; Graduate of any 4-year course is an advantage • Knowledge in office management systems and procedures 	<ul style="list-style-type: none"> • Perform general administrative support such as filing, logging of documents, photocopying and other clerical tasks for Departments/Operating Units. • Maintain electronic and hard copy filing system. • Manage calendar, and schedule and coordinate meetings, appointments and travel arrangements. • Assist in resolving any administrative issues • Maintain safekeeping of the office supplies of the group/department. • Answer calls and/or endorse the same to the proper officer, if necessary. • Perform other functions as may be assigned from time to time.
Administrative Services Assistant II	<ul style="list-style-type: none"> • Graduate of any 4-year course • One (1) year relevant experience • Knowledge in MS Office Application • Good written and oral English communication skills. • Knowledge of filing and updating of records and reports. • Excellent organizational skills. • Good attention to detail. • Proficient in Excel, Word and PowerPoint. • Ability to multitasking and handling multiple requests from different individuals. 	<ul style="list-style-type: none"> • Assist the Department in the procurement, handling and distribution of office supplies and equipment. • Assist the Department in the preparation of necessary reports, correspondence and other documentation. • Perform other functions that may be assigned from time to time.



Buyer / Canvasser	<ul style="list-style-type: none"> • Graduate of any 4-year course • Basic knowledge in procurement principles 	<ul style="list-style-type: none"> • Assist in purchasing goods in accordance with the existing government and office procedures. • Assist in collaborating with departments to clarify purchase requisitions and accuracy of requests and departmental needs, and refine specifications for future purchase orders. • Make on-site purchase decisions in accordance with company procedures and regulations. • Assist in finding new sources of supplies and products. • Secure product samples, photos, and descriptions as required. • Perform other functions as may be assigned from time to time.
Cash Collections Clerk	<ul style="list-style-type: none"> • Graduate of any 2-year Course/Diploma Course • Experience with accounting systems/ bookkeeping 	<ul style="list-style-type: none"> • Responsible for communicating and processing accounts receivables • Prepare reports for accounts receivable and print aging report • Performs clerical duties such as sorting and filing documents as needed • Posts customer payments by recording cash and check collections in the system • Communicate and coordinate with internal departments
Chauffeur	<ul style="list-style-type: none"> • At least High School level • One (1) year relevant experience • Familiar with NCR areas and nearby provinces. 	<ul style="list-style-type: none"> • Drive vehicles and ensure that passengers/documents arrive at authorized destination on time. • Keep record of Use of Motor Vehicle Authorization Slip,



	<ul style="list-style-type: none"> • Knowledge on traffic rules, road signs, and other driving-related ethics and principles. 	<ul style="list-style-type: none"> • prepare Trip Ticket and ensure that trip-related documents are properly filled-up and signed. • Monitor Periodic Maintenance of assigned vehicle. • Perform basic mechanical and routine check to ensure roadworthiness before use of vehicles. • Maintain cleanliness of assigned vehicle. • Perform other functions as may be assigned from time to time.
Clerk II	<ul style="list-style-type: none"> • Bachelor's Degree preferably business-related course • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Monitors status of actions required in the Document Routing Slip; • Meets and coordinates with the different units, department and staff for concerns that need to be addressed immediately. • Act as the primary contact person who handles all messages and inquiries in the office promptly and efficiently; • Assists in the coordination and requisition of supplies and services as required. • Perform general administrative support such as filing, logging of documents, photocopying and other clerical tasks
Claims and Collection Processor	<ul style="list-style-type: none"> • Graduate of any 4-year course • Six (6) months relevant experience • Knowledge in MS Office Application • Knowledge in accounts management 	<ul style="list-style-type: none"> • Conduct evaluation of guarantee claims • Facilitate the conduct of appraisal/valuation of the collateral • Evaluate and process payment of approved guarantee claims • Assist in the weekly monitoring of guarantee claims



		<ul style="list-style-type: none"> • Perform other functions as may be assigned from time to time
Computer Technician	<ul style="list-style-type: none"> • Graduate of Vocational Course relevant to the job • One (1) year relevant experience • Preferably TESDA NC II Certificate Holder • Knowledge in computer systems and IT components 	<ul style="list-style-type: none"> • Install computer software and hardware. • Maintain and repair equipment. • Troubleshoot computer and printer issues. • Determine and install appropriate security measures. • Configure computer networks. • Provide technical support. • Perform other functions as may be assigned from time to time.
Courier	<ul style="list-style-type: none"> • At least High School level • One (1) year relevant experience • Knowledge in customer service • Familiar with NCR areas and nearby provinces. 	<ul style="list-style-type: none"> • Handle messengerial works for the Corporation. • Pick-up and deliver documents, packages, and other items based on the official request of groups and operating units. • Perform other functions as may be assigned from time to time
Creative Specialist	Arts <ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • One (1) year relevant experience • Knowledge in Photoshop (CS 6) and other computer graphic tools. 	<ul style="list-style-type: none"> • Provide photo coverage/documentation of the Corporation's events. • Edit picture to produce materials for media release, printing, broadcast and/or webcast. • Design, lay-out and format poster ads, brochures, publications and other promotional materials. • Perform digital design using current computer software, drawing and photography design. • Assist in the creation of various graphic elements

		<p>for use in various Corporate activities.</p> <ul style="list-style-type: none"> • Develop printed or broadcast materials for Corporate programs when needed. • Perform other functions that may be assigned from time to time.
Credit Analyst	<ul style="list-style-type: none"> • Graduate of any 4-year course • Knowledge in MS Office Application • Knowledge in credit analysis 	<ul style="list-style-type: none"> • Receive and log requests and other communications from various departments • Log and transmit reports/memos /letters to concerned department/agencies • Assist in the preparation of travel and other related documents • Assist in the preparation of reportorial requirements • Assist in the encoding of required reports. • Organize/File the reports with supporting documents in electronic folders • Assist in the records safe keeping of the Department • Perform other functions that may be assigned from time to time
Data Encoder	<ul style="list-style-type: none"> • Graduate of any 2-year Course/Diploma Course; Graduate of any 4-year course is an advantage • Excellent organization, typing and data entry skills 	<ul style="list-style-type: none"> • Assist in ensuring accurate and timely entry of data based on required format. • Assist in the preparation of reports as may be required. • Provide assistance to other staff in the performance of their regular functions. • Perform other functions as may be assigned from time to time.



Data Processing Analyst	<ul style="list-style-type: none"> • Bachelor's degree in computer-related field with one (1) year of experience in databases as My, SQL Plus, Microsoft SQL, Access; • Moderate to advanced Microsoft Excel proficiency; • Demonstrated abilities in analytical reasoning and logical problem solving • High level of motivation, initiative and responsibility; • Can write regular technical reports as required • Can work well under pressure and must be willing to work beyond office hours. 	<ul style="list-style-type: none"> • Convert and store large data and ensure its accuracy in Databases; • Filter, Clean, Sort, Consolidate and Analyze Information from multiple sources; • Extract, and manipulate and Consolidate data from ORACLE system; • Translate collected data into clear and accessible reports; • Sort and organize files after entering data to ensure it is not lost. • Scanning of Physical Documents to convert to E-files Backup. • Perform clerical duties of maintaining and retrieving of all records and work files. • Perform other functions as may be assigned from time to time
Electrician	<ul style="list-style-type: none"> • Graduate of Vocational Course in Electrical Technology or other related course; • One (1) year relevant experience • Knowledge in electrical wiring, repairing electrical equipment and installing electrical systems 	<ul style="list-style-type: none"> • Perform general electrical maintenance. • Inspect transformers and circuit breakers and other electrical components. • Troubleshoot electrical issues using appropriate devices. • Repair and replace equipment, electrical wiring, or fixtures. • Follow National Electrical Code and local building regulations. • Conduct Circuit breaker corrective maintenance. • Perform other functions as may be assigned from time to time.
Executive Assistant I	<ul style="list-style-type: none"> • Preferably College Graduate • One (1) year experience in 	<ul style="list-style-type: none"> • Perform general administrative support such as filing, logging of



	<p>executive office set-up</p> <ul style="list-style-type: none"> • Knowledge in office management systems and procedures 	<p>documents, photocopying and other clerical tasks.</p> <ul style="list-style-type: none"> • Maintain electronic and hard copy filing system. • Manage calendar, and schedule and coordinate meetings, appointments and travel arrangements of the Board of Directors. • Assist in resolving any administrative issues • Purchase and manage supplies for the Office of the Board of Directors. • Maintain safekeeping of the office supplies for the Office of the Board of Directors. • Answer calls and/or endorse the same to the proper officer, if necessary. • Assist in the logistical requirements for meetings and other gatherings to be participated-in by the Board Members. • Perform other functions that may be assigned from time to time.
<p>Executive Assistant IV</p>	<ul style="list-style-type: none"> • Bachelor's Degree • Four (4) years of experience in executive office set-up • Knowledge in office management systems and procedures 	<ul style="list-style-type: none"> • Assist in the review of documents from Departments. • Drafts memoranda, office orders, agenda of meetings, correspondence and other periodic reports • Monitors/coordinates with employees, departments and external clients with respect to matters requiring action • Maintains confidential files and contact information of key external clients • Assist in preparing and managing the Office's budget and supplies.



		<ul style="list-style-type: none"> • Handle special assignments and projects. • Perform other functions that may be assigned from time to time.
Guarantee Officer	<ul style="list-style-type: none"> • Bachelor's Degree • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Assists in administering and processing guarantee line application and request for guarantee coverage • Assist in ensuring that the guarantee line application and coverage are in compliance with the terms and conditions of the guarantee agreement, implementing rules and regulations and policies that are approved by the Board • Assist in identifying prospective partners • Assists in the conduct of marketing activities and maintain relationship with existing partners • Perform other functions that may be assigned from time to time.
Hardware Technician	<ul style="list-style-type: none"> • Graduate of Vocational Course relevant to the job • 1 year relevant experience • Preferably TESDA NC II Certificate Holder • Knowledge in computer troubleshooting 	<ul style="list-style-type: none"> • Install, configure, test, maintain, monitor, and troubleshoot end user workstation hardware, network peripheral devices, and networking hardware products. • Assist in preparing, maintaining and upholding procedures for logging, reporting and statistically monitoring PC performance. • Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, printers, scanners and other peripheral equipment.



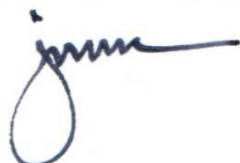
		<ul style="list-style-type: none"> • Perform other functions as may be assigned from time to time.
Human Resource (HR) Analyst	<ul style="list-style-type: none"> • Graduate of any 4-year course • Knowledge in MS Office and HR functions 	<ul style="list-style-type: none"> • Assist in the research for HR policy development. • Assist in the preparation of regular HR reports. • Assist in the rollout and implementation of other HR programs and activities. • Perform other functions as may be assigned from time to time.
Human Resource (HR) Analyst II	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Human Resource, Psychology, Social Sciences or related fields • Six (6) months experience in HR-related functions • Knowledge in MS Office Applications and HR functions 	<ul style="list-style-type: none"> • Assist in processing and coordinating with partner manpower agency relative to recruitment and billing. • Assist in payroll and benefits-related tasks. • Assist in updating employees' demographics. • Assist in processing, verifying, and maintaining documentation/ records relating to HR activities. • Assist in the implementation of special projects of the Department. • Act as liaison to respond to queries relative to HR activities. • Perform other functions as may be assigned from time to time.
Human Resources Specialist	<ul style="list-style-type: none"> • Graduate of any 4-year course • One (1) year relevant experience in HR-related functions • Knowledge in MS Office 	<ul style="list-style-type: none"> • Assist in promoting and coordinating health and wellness programs for the employees. • Provide logistical support to activities involving career and development of employees. • Assist in the research for human resources policy development.



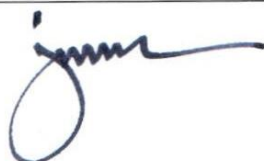
		<ul style="list-style-type: none"> • Assist in developing, planning and implementing the Department's initiatives and programs. • Perform other functions as may be assigned from time to time.
Information Technology Analyst	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Communicate with stakeholders to understand their requirements • Assist in developing and analyzing functional specifications • Assist in designing efficient IT systems to meet business and technology needs • Assist in coordinating with developers to build and implement technology solutions • Assist in integrating multiple systems and reconcile needs of different teams • Gather feedback from end users about system performance • Assist in planning and overseeing projects • Assist in providing advice and assistance to end users • Keep abreast of technology trends and developments • Perform other functions that may be assigned from time to time.
LGU Guarantee Officer IV	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Two (2) years relevant experience 	<ul style="list-style-type: none"> • Assists in the processing and packaging complex guarantee applications for approval; • Assists in monitoring the status of regional projects.



		<ul style="list-style-type: none"> • Assist in ensuring compliance with the terms and conditions of the guarantee. • Assist in undertaking accounts documentation management of complex guaranteed accounts. • Maintains business relationship with guaranteed entities. • Assist in preparation of reports on guaranteed accounts. • Performs other related functions as may be assigned from time to time.
LGU Guarantee Specialist	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Two (2) years relevant experience 	<ul style="list-style-type: none"> • Assists in the processing and packaging guarantee applications for approval; • Assists in monitoring the status of regional projects. • Assist in ensuring compliance with the terms and conditions of the guarantee. • Assist in undertaking accounts documentation management of guaranteed accounts. • Maintains business relationship with guaranteed entities. • Assist in preparation of reports on guaranteed accounts. • Performs other related functions as may be assigned from time to time.
Management Information Systems Specialist	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Two (2) years relevant experience 	<ul style="list-style-type: none"> • Provide customer support for system functional, operational and technical issues.



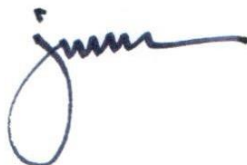
		<ul style="list-style-type: none"> • Assist in developing Management Information System (MIS) process improvements for increased efficiency. • Assist in maintenance and support of MIS activities. • Assist in coordinating with groups/departments to resolve complex problems/issues. • Provide technical support to ensure that hardware and software systems are fully functional. • Assist in managing security administration activities for systems. • Assist in creating and generating reports in timely and accurate manner. • Assist in the conduct of system training to appropriate staff on regular basis. • Assist in managing system maintenance and security activities. • Assist in training users on new applications and upgrades. • Perform other functions that may be assigned from time to time.
Marketing Specialist	<ul style="list-style-type: none"> • Preferably graduate of Financial Management or Marketing • One (1) year relevant experience • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Collect market and housing industry data from primary and secondary data sources. • Arrange industry forecasts for banks, financial institutions and real estate developers and other housing providers. • Monitor housing news and data sources.



		<ul style="list-style-type: none"> • Perform other functions that may be assigned from time to time.
Master Electrician	<ul style="list-style-type: none"> • Graduate of Vocational Course relevant to the job • Three (3) years relevant experience • Knowledge in electrical wiring, repairing electrical equipment and installing electrical systems • Preferably with TESDA NC II Electrical Installation and Maintenance Certificate 	<ul style="list-style-type: none"> • Install electrical system in accordance with the electrical plan of the building. • Plan and implement cabling (circuiting) of lights and electric power distribution. • Maintain and repair electrical system. • Conduct inventory, repair and maintenance of all lighting fixtures, cables, effects, power distribution, dimmers, networking and lighting control consoles. • Document and track all circuits and system configuration. • Perform other functions as may be assigned from time to time.
MS Dynamics AX Function Analyst	<ul style="list-style-type: none"> • Bachelor's Degree • Two (2) years relevant experience in AX functions 	<ul style="list-style-type: none"> • Work as Lead Business Analyst handling the end-to-end. process required from planning to implementation of Dynamics AX. • Present Conference Room Pilot showing Dynamics AX fit to the organization. • Prepare User Manuals and Training Plans. • Provide pre-go live and post-go live end user support. • Ensure project documents are complete and delivered successfully as per the plan. • Perform other functions as may be assigned from time to time.



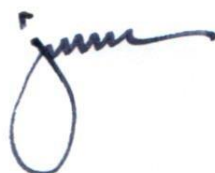
Network System Administrator	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Two (2) years relevant experience 	<ul style="list-style-type: none"> • Assist in managing the LAN Network • Assist in managing Firewall Access Policies • Assist in planning of Network Infrastructure Policies • Assist in managing active directory administration • Assist in virtual machine administration • Assist in installing, configuration and deployment of ticketing system for the users. • Perform other functions that may be assigned from time to time.
Paralegal	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • Knowledge in Philippine laws and legal systems 	<ul style="list-style-type: none"> • Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material. • Organize and track case files. • Assist lawyers with alternative dispute resolutions and trial preparation, and appear in court to request for postponement. • Accompany the court sheriff in connection to writ implementation. • Coordinate with other government agencies, quasi-judicial bodies and courts in relation to legal documents and other legal matters. • Prepare written reports and correspondences. • Perform other functions as may be assigned from time to time.
Planning and Communications Assistant	<ul style="list-style-type: none"> • Bachelor's Degree preferably in English, Mass Communication / Advertising / 	<ul style="list-style-type: none"> • Assists in the preparation of basic communications/ correspondences



	<p>Management / related Courses</p> <ul style="list-style-type: none"> • Six (6) months relevant work experience 	<ul style="list-style-type: none"> • Assists in taking and transcribing the minutes of meetings • Assists in research works/news monitoring • Assists in the consolidation of data • Assists in the preparation of compliance reports • Perform general administrative support/clerical function • Perform other functions as may be assigned from time to time
Plumber/Carpenter	<ul style="list-style-type: none"> • At least High School level • Preferably attended Vocational course in plumbing/carpentry • Two (2) years relevant experience • Basic knowledge in plumbing system and building code requirements 	<ul style="list-style-type: none"> • Perform general carpentry and plumbing works. • Construct, install and repair structures and fixtures. • Install pipes and fixtures and other plumbing materials. • Perform inspections of fixtures and plumbing systems to identify and replace worn out parts. • Perform other functions as may be assigned from time to time.
Property Assistant I	<ul style="list-style-type: none"> • Graduate of any 4-year course preferably in Building and Property Management • Knowledge in office management systems and procedures 	<ul style="list-style-type: none"> • Assist the Department in the implementation and monitoring of building maintenance and repair activities. • Assist the Department in management of properties and equipment. • Assist the Department in preparation of reports, correspondence and other documentation. • Perform other functions as may be assigned from time to time.



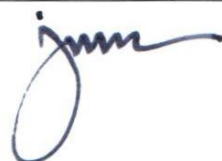
Safety and Health Officer	<ul style="list-style-type: none"> Registered Nurse 	<ul style="list-style-type: none"> Act as the focal person in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices. Serve as Secretary to the Safety and Health Committee Report on the occurrence of accidents. Coordinate all safety and health training programs for the agency management and employees. Perform the functions as defined in PhilGuarantee's standards and protocols to prevent COVID 19 in the workplace Perform other functions as may be assigned from time to time
Senior Accounts Analyst	<ul style="list-style-type: none"> Graduate of any 4-year course Knowledge in MS Office Application Knowledge in accounts management/ analysis 	<ul style="list-style-type: none"> Assists in coordination with clients Assists in the documentation of accounts Assists in gathering accounts data/reports/research and other studies Performs other functions as may be assigned from time to time
Senior Credit Analyst	<ul style="list-style-type: none"> Graduate of any 4-year course Knowledge in MS Office Application Knowledge in credit management/analysis 	<ul style="list-style-type: none"> Assist in downloading the files and checking the completeness /correctness of documentary requirements in the zip file Assist in doing research work relevant to the accomplishment of the credit reports



		<ul style="list-style-type: none"> • Assist in the preparation of the financial spreadsheet • Assist in coordinating with requesting parties to facilitate the completion of credit reports • Assist in converting credit reports into PDF format. • Perform other functions that may be assigned from time to time
Senior Marketing Analyst	<ul style="list-style-type: none"> • Bachelor's Degree • Knowledge in MS Office Application • Knowledge in marketing/analysis 	<ul style="list-style-type: none"> • Assist in supporting marketing campaigns through data mining and analysis. • Coordinates with internal departments to optimize customer service strategy. • Assist in analyzing consumer behavior and develop predictive models. • Assist in developing and executing statistical models to support marketing goals. • Perform other functions that may be assigned from time to time.
Senior Programmer	<ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Information Technology or other relevant course • Two (2) years relevant experience • Ability to identify complex problems and review related information to develop and evaluate options and implement solutions 	<ul style="list-style-type: none"> • Handle all programming services of the Corporation • Resolve programming concerns problems by conducting a thorough analysis of the system and employing appropriate debugging techniques • Ensure the availability of computer resources by contributing to disaster prevention and recovery efforts caused by events like power outages, hardware failures, etc. • Perform other functions as may be assigned from time to time



Technical Analyst	<ul style="list-style-type: none"> • Graduate of any 4-year course • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Provides administrative support including scheduling appointments and arranging meetings, travels and events. • Gathers and encodes data relative to the functions of the group. • Facilitates and monitors the flow of incoming and outgoing documents/transactions. • Attends to administrative queries and concerns. • Performs routine receipt, filing and retrieval of documents, records and other files • Draft simple/routine correspondences and memoranda • Assist in monitoring status of the Department's assignments and documents • Serves as liaison to other units on basic administrative and operational matters • Perform other functions as may be assigned from time to time
Technical Specialist	<ul style="list-style-type: none"> • Certified Public Accountant 	<ul style="list-style-type: none"> • Assists in the preparation and filing of income tax returns • Assists in the preparation of schedules to financial statements and journal vouchers • Assists in the preparation of reports as may be required • Perform other functions that may be assigned from time to time.
Utility Worker	<ul style="list-style-type: none"> • Elementary School Graduate 	<ul style="list-style-type: none"> • Perform general clean-up of all areas assigned.



	<ul style="list-style-type: none"> • One (1) year relevant experience • Basic knowledge on the use of basic mechanical equipment. 	<ul style="list-style-type: none"> • Perform a variety of other maintenance duties for the upkeep of HGC properties in the assigned area. • Perform other functions as may be assigned from time to time.
Writer/Researcher	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • One (1) year relevant experience • Knowledge in office management systems and procedures 	<ul style="list-style-type: none"> • Perform research on different topics • Assist in analyzing and interpreting data in order to produce the needed information • Draft memoranda, correspondence, board resolutions and presentations • Keep abreast of pertinent laws and issuances particularly of Governance Commission for Government-owned or controlled corporation (GCG) • Perform other functions as may be assigned from time to time.