

PHILIPPINE GUARANTEE CORPORATION
LIST OF POSITIONS AND THE CORRESPONDING JOB DESCRIPTIONS

ANNEX A

POSITION	Qualifications, Skills, and Knowledge	JOB DESCRIPTIONS
Account Admin Associate	<ul style="list-style-type: none"> • Graduate of any 4-year course. • With 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 multitask and handle multiple requests from different individuals. 	<ul style="list-style-type: none"> • Monitors status of actions required in the Document Routing Slip; • Files in a centralized and categorized manner all necessary documents. • 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.
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. • With at least One (1) year 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 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. • With at least two (2) years relevant experience. 	<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 MS Office Application. • Knowledge in accounts management. 	<ul style="list-style-type: none"> • 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 (Clerk I)	<ul style="list-style-type: none"> • Graduate of any 2-year Course/Diploma Course. • Computer literate. • Experience in handling various office equipment particularly, scanner. 	<ul style="list-style-type: none"> • Assist in the preparation of reports required by the Commission on Audit. • 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. • With at least 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"> • Bachelor's degree relevant to the job. • Preferably a 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.
Actuarial Specialist	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. 	<ul style="list-style-type: none"> • Conducts actuarial studies, and reviews, validates, and formulates policies relevant to the reduction of risks and maximization of revenues.

	<ul style="list-style-type: none"> • With three (3) years relevant work experience. 	
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. • With at least six (6) months relevant experience. • Knowledge in MS Office Application. 	<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.
Aircon Technician	<ul style="list-style-type: none"> • A graduate of Vocational Course or a certificate holder of training relevant to the job. • With at least seven (7) years relevant experience. 	<ul style="list-style-type: none"> • Daily monitoring and operation of the air-conditioning units (ACU). • Conduct weekly maintenance work of air conditioning system and perform repairing and maintenance activities. • Conduct maintenance of the air diffuser, which is an integral part of the centralized ACUs, to ensure proper airflow. Routine checking of ducts and relay/switches should also be undertaken. • Perform quarterly periodic cleaning, charging of freon, if needed, and other maintenance works for window and split type ACUs. • Perform other duties that 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. 	<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
Chauffer	<ul style="list-style-type: none"> • With at least High School level. • With at least one (1) year relevant experience. 	<ul style="list-style-type: none"> • Drive vehicles and ensure that passengers/documents arrive at authorized destination on time.

	<ul style="list-style-type: none"> • Familiar with NCR areas and nearby provinces. • Knowledge on traffic rules, road signs, and other driving-related ethics and principles. 	<ul style="list-style-type: none"> • Keep record of Use of Motor Vehicle Authorization Slip, 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.
Claims and Collection Processor	<ul style="list-style-type: none"> • Graduate of any 4-year course. • With at least 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 • Perform other functions as may be assigned from time to time
Claims Systems Specialist	<ul style="list-style-type: none"> • Preferably a graduate of Bachelor's Degree in Computer Science, Computer Engineering, or related course. • Possesses knowledge on various data management software and tools. 	<ul style="list-style-type: none"> • Assist in the evaluation of the existing agriculture guarantee claims and collection information system and recommend software/tools best suited for the sector. • Support the development, enhancement and maintenance of the claims and collection database and information system. • Evaluate datasets for consistency, completeness, and accuracy. • Recommend process improvements for data management purposes. • Assist in developing automated worksheets, reports, proposals, and other pertinent process documents. • Address data and reporting issues, questions and concerns. • Perform other tasks as may be required.
Clerk II	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. • 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.
Computer Technician	<ul style="list-style-type: none"> • Graduate of Vocational Course relevant to the job 	<ul style="list-style-type: none"> • Install computer software and hardware. • Maintain and repair equipment.

	<ul style="list-style-type: none"> • With at least one (1) year relevant experience • Preferably TESDA NC II Certificate Holder • Knowledge in computer systems and IT components 	<ul style="list-style-type: none"> • 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"> • With at least High School level. • With at least 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.
Credit Analyst	<ul style="list-style-type: none"> • Graduate of any 4-year course. • Knowledge in MS Office Application. 	<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 Management Specialist	<ul style="list-style-type: none"> • Preferably a graduate of Bachelor's Degree in Computer Science, Mathematics, Statistics, or related course. • Possesses knowledge in using spreadsheets and Excel to perform a variety of data analysis/management tasks. 	<ul style="list-style-type: none"> • Maintain and update claims and collection status monitoring on a daily basis. • Generate data reports on periodic basis for management and stakeholders. • Assist in the development of automated worksheets, reports, proposals, and other pertinent process documents. • Create templates as needed for data presentation, analysis, and/or validation.

	<ul style="list-style-type: none"> • Possess the ability to gather, organize, and interpret data. 	<ul style="list-style-type: none"> • Prepare data entry forms, identify/correct data entry errors, and record completed data. • Perform other tasks as may be required.
Data Processing Analyst	<ul style="list-style-type: none"> • Bachelor's degree in computer-related field with at least 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.
Digital Artist	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. • With at least one (1) year relevant experience • Knowledge in Photoshop (CS 6) and other computer graphic tools. 	<ul style="list-style-type: none"> • Conceptualize, studies, and perform digital design using current computer software, drawing, photography, and other online design tools. • 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 for use in various Corporate activities. • Develop printed or broadcast materials for Corporate programs when needed. • Assist in handling procurement activities relevant to production of digital arts. • Perform other functions that may be assigned from time to time.

Electrician	<ul style="list-style-type: none"> • Graduate of Vocational Course relevant to the job. • With at least 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"> • Bachelor's degree relevant to the job. • With at least one (1) year experience in executive office set-up. • 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. • Maintain electronic and hard copy filing system. • Manage calendar, and schedule and coordinate meetings, appointments and travel arrangements of the Senior Vice President. • Assist in resolving any administrative issues supplies for the Office of the Senior Vice President. • Maintain safekeeping of the office supplies for the Office of the Senior Vice President. • 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 Senior Vice President. • Perform other functions that may be assigned from time to time.
Executive Assistant IV	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • With three (3) years 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. • 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 relevant to the job • 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.

		<ul style="list-style-type: none"> • 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. • With at least one (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. • Perform other functions as may be assigned from time to time.
Human Resource Analyst I	<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 Analyst II	<ul style="list-style-type: none"> • Bachelor's degree, preferably in Human Resource, Psychology, Social Sciences or related fields. • 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 Resource Specialist	<ul style="list-style-type: none"> • Graduate of any 4-year course. • With at least one (1) year relevant experience. • Knowledge in MS Office Applications. 	<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. • Assist in developing, planning and implementing the Department's initiatives and programs. • Assists in managing and examining COS billing documents. • Perform other functions as may be assigned from time to time.
IT Business Analyst	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. 	<ul style="list-style-type: none"> • Evaluates business processes, anticipates requirements, uncovers areas for improvement, and develops and implements solutions.

	<ul style="list-style-type: none"> • With at least two (2) years relevant experience. 	<ul style="list-style-type: none"> • Leads ongoing reviews of business processes and develops optimization strategies. • Gathers data and analyzes business and user needs. • Ensures solutions meet business needs and requirements. • Supports the Project Manager in developing the Terms of Reference for various IT Procurements. • Monitors deliverables and ensures timely completion of projects. • Understands strategic business needs and plans for growth, and how ITD can support strategic business needs. • Enhances the quality of IT products and services. • Works with the Business Applications Team and external service providers to ensure that they understand the specifications and requirements of business stakeholders/users. • Effectively communicates insights and plans to cross-functional team members and management. • Serves as liaison between ITD and business stakeholders/users. • Performs other related functions as may be assigned from time to time.
IT Project Manager	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. • Minimum of three (3) years experience with extensive exposure to project management and IT systems. 	<ul style="list-style-type: none"> • Develops detailed technology project plans to guide PHILGUARANTEE's Information Technology staff members and project teams and revises these based on changing needs and requirements. • Sets up the necessary Project Teams composed of stakeholders from ITD, non-IT Departments, and external service providers. • Coordinates with ITD and business stakeholders in preparing and developing the Terms of Reference for various IT procurements. • Provides project updates on a consistent basis to various stakeholders about project progress, adjustments, and action points. • Conducts post-project evaluation and identifies successful and unsuccessful project elements. • Drives the day to day activities of a project and coordinates with the team on the ground. • Develops and drafts policies and procedures related to project management. • Represents ITD as a partner to business stakeholders in understanding business needs and requirements, and works with ITD in translating these into technology solutions.

		<ul style="list-style-type: none"> • Ensures that project milestones and completion requirements are met on time and with quality. • Ensures professional interactions between the project team and other stakeholders. • Ensures proper integration throughout the project, and performs closing requirements at the end of each phase or project. • Performs other related functions as may be assigned from time to time.
IT Specialist I	<ul style="list-style-type: none"> • Preferably a Bachelors/College Degree holder in either Information Systems, Information Technology, Computer Science or any related courses, but not required; Graduate of technical/vocational course on Computer Hardware Servicing and/or Basic Computer Programming. • Graduate of technical/vocational course on Computer Hardware Servicing and/or Basic Computer Programming. • Minimum of 5-year work experience in the same field. 	<ul style="list-style-type: none"> • Resolves tickets representing staff-generated technical request or problems. • Provides hardware/software technical support and assistance to all end users; • Provides efficient technical support services, ensuring targeted turnover times are achieved; • Replaces damaged or malfunctioning parts on hardware when necessary; • Training end-users on hardware functionality and software programs. • Resolving logged errors in a timely manner. • Monitoring hardware, software, and system performance metrics. • Updating computer software. as well as upgrading hardware and systems. • Maintaining databases and ensuring system security. • Keeping track of technological advancements and trends in IT support. • Performs other related functions as may be assigned from time to time.
IT Specialist II	<ul style="list-style-type: none"> • Preferably a Bachelors/College Degree holder in either Information Systems, Information Technology, Computer Science or any related courses, but not required; Graduate of technical/vocational course on Computer Hardware Servicing and/or Basic Computer Programming. • Minimum of 10-year work experience in the same field. 	<ul style="list-style-type: none"> • Resolves tickets representing staff-generated technical requests or problems. • Provides hardware/software technical support and assistance to all end users. • Provides efficient technical support services, ensuring targeted turnover times are achieved. • Replaces damaged or malfunctioning parts on hardware when necessary. • Assists in assuming initial ownership for the coordination, investigation and documentation of customer and system incidents. • Tracks and oversees tools inventory. • Requests ordering of supplies/materials in coordination with the purchasing officer.

		<ul style="list-style-type: none"> • Training end-users on hardware functionality and software programs. • Resolving logged errors in a timely manner. • Monitoring hardware, software, and system performance metrics. • Updating computer software. as well as upgrading hardware and systems. • Maintaining databases and ensuring system security. • Documenting processes and performing diagnostic tests. • Keeping track of technological advancements and trends in IT support. • Performs other related functions as may be assigned from time to time.
LGU Guarantee Officer IV	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job • With at least 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. • 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 • With at least 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. • With at least two (2) years relevant experience. 	<ul style="list-style-type: none"> • Provide customer support for system functional, operational and technical issues. • Assist in developing Management Information System (MIS) process improvements for increased efficiency. • Assist in maintenance and support of MIS activities.

		<ul style="list-style-type: none"> • 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. • With at least 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. • 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. • With at least 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.
Network System Administrator	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. • With at least 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 relevant to the job. • With at least one (1) year work experience. 	<ul style="list-style-type: none"> • Assists in the preparation of basic communications/ correspondences. • 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"> • With at least High School level. • Preferably attended Vocational course in plumbing/carpentry. • With at least 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.
Procurement Assistant	<ul style="list-style-type: none"> • Graduate of any 2-year course/diploma course. • Graduate of any 4-year course is an advantage. • Preferably with knowledge in procurement/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. • Routes resolutions and correspondences to BAC Members. • Coordinates with suppliers as to the submitted documents.

		<ul style="list-style-type: none"> • Assists in answering queries and providing guidance to end users as to the required documents and process for procurement. • 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.
Property/Supply/Procurement Management Analyst I	<ul style="list-style-type: none"> • Graduate of any 4-year course • Preferably with experience in procurement/property/supply management. • With basic knowledge in property/supply management system. 	<ul style="list-style-type: none"> • Assists the Department in the implementation and monitoring of supplies, building maintenance and repair activities, and procurement activities, as applicable. • Assist in the conduct of inventory and recording • Assists in the verification, encoding of data and preparation of simple reports. • Drafts correspondence and other documentation. • Perform other functions as may be assigned from time to time.
Property/Supply/Procurement Management Analyst II	<ul style="list-style-type: none"> • Graduate of any 4-year course preferably in Building and Property Management. • With least six (6) months experience in Property/Supply/Procurement Management. • Knowledge in office management systems and procedures. 	<ul style="list-style-type: none"> • Assists the Department in the monitoring of supplies, building maintenance and repair activities, and procurement activities, as applicable, and implementation of activities of the applicable units. • Assist in the conduct of inventory and recording, and verify the data presented. • Assists in the verification, encoding of data and preparation of simple reports. • Drafts correspondence and other documentation. • Coordinates with clients/suppliers/end users to provide guidance as to the required documents and processes. • Perform other functions as may be assigned from time to time.
Purchasing Specialist	<ul style="list-style-type: none"> • Graduate of any 4-year course. • With least one (1) year experience as purchaser/buyer/canvasser. • With 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. • Purchase goods or services that meet the quantity and quality expectations of PHILGUARANTEE.

		<ul style="list-style-type: none"> • 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. • Assist in evaluating and negotiating with vendors. • Track inventory and restock goods when needed. • Stay up to date on industry trends and new products. • Compare available goods with industry trends to determine appropriate pricing. • Perform other functions as may be assigned from time to time.
Risk Specialist	<ul style="list-style-type: none"> • Bachelor's Degree relevant to the job. • With 3-years relevant work experience. 	<ul style="list-style-type: none"> • Conducts risk modeling, risk assessment, performance valuation and other risk-related tasks that will aid in controlling and managing risks.
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. 	<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. 	<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. • 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"> • Graduate of any 4-year course. • Knowledge in MS Office Application. 	<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. • With at least 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.
Special Assistant to the President and CEO	<ul style="list-style-type: none"> • Bachelor's degree relevant to the job • Minimum of ten (10) years of experience as a member of the executive management team in banking or financial guarantee services sector 	<ul style="list-style-type: none"> • Handle high-level liaison work with government agencies in the executive and legislative branches to facilitate action on PHILGUARANTEE's official requests and other transactions. • Act as the point person for the efficient flow of information to and from concerned authorities in behalf of the PCEO. • Coordinate external special projects with other departments and/or organizations in behalf of the PCEO.

	<ul style="list-style-type: none"> • Must have attended 120 hours of managerial trainings; and • Excellent interpersonal and written communication skills, excellent computer, organizational, and administrative skills. 	<ul style="list-style-type: none"> • Monitor progress of special projects and report accomplishments to the Senior Management Committee members. • Provide legal/ technical/ administrative advice on both internal and external affairs of the PCEO. • Attend coordination meetings with Senior Management Committee, Board of Directors, staff of PHILGUARANTEE and other concerned agencies and stake-holders. Whenever necessary and as required by the PCEO, attend ad-hoc, committee, BAC and other meetings. • Coordinate with executives on matters pertaining to operations and support to operations functions. • Handle other special assignments to be assigned by the President.
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 Analyst II	<ul style="list-style-type: none"> • Graduate of any 4-year course • Knowledge in MS Office Application 	<ul style="list-style-type: none"> • Assist in the administrative duties including data management, mailings, telephone support, and other activities of the Department. • Assist in the preparation and consolidation of the Procurement Management Plan of the Group and the Department. • Assist in the preparation of the Corporate Operating Budget of the Department. • Assist in the consolidation of the group's reports for submission to the Management or other Department. • Coordinate, monitor, and ensure the timely processing and utilization of funds in accordance with the approved Department budget. • Provides administrative and secretariat support to executive meetings. • Perform other functions as may be assigned from time to time.

Technical Specialist	<ul style="list-style-type: none"> • Graduate of any 4-year course. • Knowledge in MS Office Application. 	<ul style="list-style-type: none"> • Provide technical and administrative support specifically in the gathering, filing, monitoring, preparing, and transmittal of documents.
Utility Worker (Bataan)	<ul style="list-style-type: none"> • Elementary School Graduate. • With at least one (1) year relevant experience. • Basic knowledge on the use of basic mechanical equipment. 	<ul style="list-style-type: none"> • Perform general clean-up of all areas assigned. • 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. • With at least 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.


ATTY. RONCES ANNE S. REYES-DE LEON
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