

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE GUARANTEE CORPORATION in the CSC website:

ATTY. RONCES ANNE S. REYES-DE LEON

HRMO

Date: July 8, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Department Head (Vice President)	100	14	132,247.00	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility		Housing Accounts Services Department Housing Business Group Makati City
2	Account Officer V	102	12	80,796.00	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility		Housing Accounts Services Department Housing Business Group Makati City
4	Department Head (Vice President)	242	14	132,247.00	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility		Facilities and General Services Department, Corporate Shared Services Group Makati City

3	Motorpool Supervisor	247	7	21,909.00	Completion of two years studies in college	4 hours relevant training/s	1 year relevant experience	Career Service (Sub Professional) / First Level Eligibility		Facilities and General Services Department, Corporate Shared Services Group Makati City
5	Corporate Attorney IV	314	12	80,796.00	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Legal Services Group Makati City
6	Corporate Attorney IV	315	12	80,796.00	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Legal Services Group Makati City
7	Corporate Attorney IV	329	12	80,796.00	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Contracts and Opinions Department Legal Services Group Makati City
8	Corporate Attorney IV	331	12	80,796.00	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Contracts and Opinions Department Legal Services Group Makati City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 18, 2022.

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

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

ATTY. RONCES ANNE S. REYES-DE LEON

Officer-In-Charge, HRODD

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

careers@philguarantee.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.