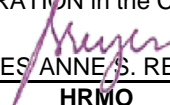


Republic of the Philippines  
**PHILIPPINE GUARANTEE CORPORATION**  
Request for Publication of Vacant Positions

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 19, 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	Human Resource Officer IV	236	12	80,796	Bachelor's Degree	24 hours of relevant training/s	4 years relevant experience	Career Service (Professional) / Second Level Eligibility		Human Resource and Organizational Development Department Corporate Shared Services Group Makati City
2	Human Resource Officer III	240	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years relevant experience	Career Service (Professional) / Second Level Eligibility		Human Resource and Organizational Development Department Corporate Shared 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 29, 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**ATTY. RONCES ANNE S. REYES-DE LEON**

Officer-in-Charge, HRODD

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

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

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