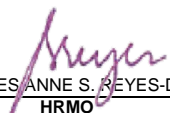


Republic of the Philippines
PHILIPPINE GUARANTEE CORPORATION
Request for Publication of Vacant Positions

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: September 08, 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	Compliance Officer III	14	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Compliance and Standards Office Makati City
2	Compliance Officer I	16	8	28,024	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Corporate Compliance and Standards Office Makati City
3	Quality Management Officer IV	18	12	80,796	Bachelor's Degree	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Compliance and Standards Office Makati City
4	Department Head	20	14	132,247	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		Enterprise Risk Management Office Makati City
5	Risk Officer V	21	12	80,796	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		Enterprise Risk Management Office Makati City
6	Risk Officer IV	22	12	80,796	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Enterprise Risk Management Office Makati City
7	Administrative Assistant III	37	7	21,909	Completion of two-year studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Group (Office of the Group Head) Makati City
8	Administrative Assistant I	39	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City

9	Marketing Officer II	44	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
10	Marketing Officer I	47	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
11	Account Officer V	48	12	80,796	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		Corporate Business Development - Priority Sectors Department Makati City
12	Account Officer III	50	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
13	Account Officer I	55	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
14	Administrative Assistant I	60	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Development - SME Department Makati City
15	Marketing Officer V	61	12	80,796	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		Corporate Business Development - SME Department Makati City
16	Marketing Officer I	67	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - SME Department Makati City
17	Marketing Officer I	68	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - SME Department Makati City
18	Account Officer I	75	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Corporate Business Development - SME Department Makati City
19	Administrative Assistant III	79	7	21,909	Completion of two-year studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Housing Business Group (Office of the Group Head) Makati City
20	Department Head	80	14	132,247	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 Business Development Department Makati City

21	Administrative Assistant I	81	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Housing Business Development Department Makati City
22	Marketing Officer II	86	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Housing Business Development Department Makati City
23	Account Officer I	98	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Housing Business Development Department Makati City
24	Account Officer I	99	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Housing Business Development Department Makati City
25	Administrative Assistant I	101	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Housing Accounts Services Department Makati City
26	Account Officer I	107	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Housing Accounts Services Department Makati City
27	Administrative Assistant I	112	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Agriculture Business Development Department Makati City
28	Marketing Officer II	118	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Agriculture Business Development Department Makati City
29	Marketing Officer I	120	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Agriculture Business Development Department Makati City
30	Account Officer II	127	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Agriculture Business Development Department Makati City
31	Account Officer I	129	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Agriculture Business Development Department Makati City
32	Account Officer I	130	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		Agriculture Business Development Department Makati City
33	Administrative Assistant I	132	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		AGFP Accounts Services Department Makati City
34	Account Officer V	133	12	80,796	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		AGFP Accounts Services Department Makati City
35	Account Officer II	137	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		AGFP Accounts Services Department Makati City
36	Account Officer I	139	9	32,519	Bachelor's Degree	None required	None required	Career Service (Professional)/Second Level Eligibility		AGFP Accounts Services Department Makati City

37	Administrative Assistant III	141	7	21,909	Completion of two-year studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Fund and Asset Management Group (Office of the Group Head) Makati City
38	Administrative Assistant I	143	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Funds and Investments Department Makati City
39	Administrative Assistant I	149	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Recovery Management Department Makati City
40	Remedial Officer I	159	9	32,519	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		Recovery Management Department Makati City
41	Remedial Officer I	160	9	32,519	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		Recovery Management Department Makati City
42	Administrative Assistant I	163	5	16,433	Completion of two-year studies in college	None required	None required	Career Service (Sub Professional)/ First Level Eligibility		Asset Sales and Disposition Department Makati City
43	Asset Management Officer I	169	9	32,519	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		Asset Sales and Disposition Department Makati City
44	Asset Management Officer I	170	9	32,519	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		Asset Sales and Disposition Department Makati City
45	Department Head	173	14	132,247	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		Cash Management Department Makati City
46	Claims and Collection Officer II	185	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Collection and Claims Department Makati City
47	Claims and Collection Officer IV	189	12	80,796	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Collection and Claims Department Makati City
48	Claims and Collection Officer II	191	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Collection and Claims Department Makati City
49	Credit Officer V	201	12	80,796	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		Credit and Appraisal Management Department Makati City
50	Credit Officer II	204	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Credit and Appraisal Management Department Makati City
51	Credit Appraiser II	210	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	RA 1080 (Real Estate Service)		Credit and Appraisal Management Department Makati City

52	Credit Investigator III	216	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Credit and Appraisal Management Department Makati City
53	Credit Investigator II	218	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Credit and Appraisal Management Department Makati City
54	Multimedia Officer II (Creative Arts Specialist)	229	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Communications Department Makati City
55	Human Resource Officer II	241	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		Human Resource and Organizational Development Department Makati City
56	Administrative Aide VI	260	5	16,433	Completion of two-years studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Facilities and General Services Department Makati City
57	Information Technology Officer III	299	12	80,796	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		Information Technology Department Makati City
58	Corporate Attorney IV	312	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
59	Corporate Attorney IV	315	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
60	Corporate Attorney IV	316	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
61	Legal Assistant I	318	7	21,909	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/Second Level Eligibility		Litigation Department Makati City
62	Legal Assistant I	319	7	21,909	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/Second Level Eligibility		Litigation Department Makati City
63	Legal Assistant I	320	7	21,909	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional)/Second Level Eligibility		Litigation Department Makati City
64	Corporate Attorney IV	332	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Contracts and Opinions Department 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 September 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.