

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: October 24, 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	Account Officer III	92	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Housing Business Development Department, Makati City
2	Claims and Collection Officer I	192	9	32,519	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility		Collection and Claims Department Makati City
3	Administrative Assistant III	222	7	21,909	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		Corporate Shared Services Group (Office of the Group Head) Makati City
4	Communications Officer III (Information Officer)	226	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Communications Department Makati City
5	Administrative Officer IV	254	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		Facilities and General Services 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 November 4, 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.**