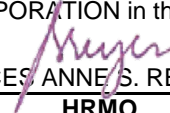


Republic of the Philippines  
**PHILIPPINE GUARANTEE CORPORATION**  
Request for Publication of Vacant Positions

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: June 15, 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	Group Head (Senior Vice President)	140	28	137195	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		Fund and Asset Management Group Office of the Group Head Makati City
2	Claims and Collection Officer I	193	13	25232	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional) / Second Level Eligibility		Collection and Claims Department Business Operations 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 June 25, 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.**