

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: January 9, 2023

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	Assistant Corporate Secretary	3	11	47,777	Bachelor of Laws	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	RA 1080 (Attorney)		Office of the Corporate Secretary, Makati City
2	Account Officer II	52	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-Priority Sectors Department, Makati City
3	Marketing Officer II	66	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year relevant experience	Career Service (Professional)/Second Level Eligibility		Corporate Business Development-SME Department, Makati City
4	Account Officer III	71	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-SME Department, Makati City
5	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
6	Credit Appraiser IV	208	12	80,796	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	RA 1080 (Real Estate Service)		Credit and Appraisal Management Department, Makati City

7	Financial Accounting Officer V	272	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	RA 1080 (CPA)		Financial Accounting Department, Makati City
8	Department Head	288	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		Budget Management Department, Makati City
9	Administrative Assistant III	308	7	21,909	Completion of two-year studies in college	4 hours of relevant training/s	1 year relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Legal Services Group (Office of the Group Head), 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 January 20, 2023.

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.**