

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 12, 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 | Marketing Officer I | 88 | 9 | 32,519 | Bachelor's Degree | None Required | None Required | Career Service (Professional)/Second Level Eligibility | | Housing Business Development Department, Makati City |
| 2 | Human Resource Officer III | 233 | 11 | 47,777 | Bachelor's Degree | 8 hours of relevant training/s | 2 years of relevant experience | Career Service (Professional)/Second Level Eligibility | | Human Resource and Organizational Development Department, Makati City |
| 3 | Human Resource Officer II | 234 | 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 |

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 23, 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;
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.,
careers@philguarantee.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.