

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: February 17, 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	Minutes Officer III	12	8	28,024	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Office of the Corporate Secretary Makati City
2	Account Officer II	130	10	38,037	Bachelor's Degree	1 year relevant experience	4 hours of relevant training/s	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
3	Communications Officer III (Information Officer)	237	11	47,777	Bachelor's Degree	2 years relevant experience	8 hours of relevant training/s	Career Service (Professional)/ Second Level Eligibility		Strategy Management and Communications 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 February 28, 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
24/F 6811 BPI-Philam Life Ayala Avenue
Salcedo Village, Makati City
careers@philguarantee.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.