

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: March 16, 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 | Account Officer III | 140 | 11 | 47,777 | Bachelor's Degree | 8 hours of relevant training/s | 2 years of relevant experience | Career Service (Professional)/ Second Level Eligibility | | AGFP Accounts 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 March 27, 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

PHILGUARANTEE adheres to the principles of Equal Opportunity and shall not discriminate based on age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.