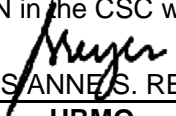


Republic of the Philippines
PHILIPPINE GUARANTEE CORPORATION
Request for Publication of Vacant Positions

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: April 25, 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	Board Secretary II	4	11	47,777	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City
2	Board Secretary II	5	11	47,777	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City

3	Board Secretary II	6	11	47,777	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City
4	Corporate Governance Officer III	7	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City
5	Administrative Assistant I	229	5	16,433	Completion of two years studies in college	None required	None required	Career Service Sub Professional/ First Level Eligibility		Strategy Management and Communications Department Makati City
6	Planning Officer III	232	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
7	Planning Officer II	233	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
8	Planning 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		Strategy Management and Communications Department Makati City

9	Communications Officer V	235	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	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
10	Information Officer V	240	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	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
11	Information Officer III	241	11	47,777	Bachelor's degree	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
12	Information Officer III	242	11	47,777	Bachelor's degree	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
13	Information Officer II	243	10	38,037	Bachelor's degree	4 hours of relevant training/s	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
14	Information Officer I	244	8	28,024	Bachelor's degree	None required	None required	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City

15	Financial Accounting Officer V	285	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
16	Financial Accounting Officer II	289	10	38,037	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training/s	1 year of relevant experience	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
17	Financial Accounting Officer I	290	8	28,024	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
18	Financial Accounting Officer V	291	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, as amended, (CPA)		Financial Accounting Department Makati City
19	Financial Accounting Officer III	292	11	47,777	Bachelor's Degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training/s	2 years of relevant experience	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City

20	Financial Accounting Officer III	293	11	47,777	Bachelor's Degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training/s	2 years of relevant experience	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
21	Financial Accounting Officer II	294	10	38,037	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training/s	1 year of relevant experience	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
22	Financial Accounting Officer I	295	8	28,024	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
23	Financial Analyst III	298	11	47,777	Bachelor's Degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		Financial Accounting Department Makati City

					Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training/s	1 year of relevant experience	Career Service Professional/ Second Level Eligibility		Financial Accounting Department Makati City
24	Financial Analyst II	299	10	38,037						

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 May 5, 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.