

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: May 11, 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	Compliance Officer V	17	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		Corporate Compliance and Standards Office Makati City
2	Compliance Officer II	20	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Corporate Compliance and Standards Office Makati City
3	Quality Management Officer III	24	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Compliance and Standards Office Makati City
4	Account Officer II	57	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City

5	Marketing Officer II	71	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-SME Department Makati City
6	Administrative Assistant I	86	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 City
7	Account Officer II	110	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Housing Accounts Services Department Makati City
8	Administrative Assistant III	177	7	21,909	Completion of two years studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Business Operations Group Office of the Group Head Makati City
9	Claims and Collection Officer IV	187	12	80,796	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Collection and Claims Department Makati City
10	Procurement Officer I	280	8	28,024	Bachelor's degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Facilities and General Services Department Makati City
11	Records Officer V	336	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		Records Custodianship and Management Department Makati City

12	Records Officer II	339	9	32,519	Bachelor's degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Records Custodianship and Management Department Makati City
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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 22, 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  
 24/F 6811 BPI-Philam Life Ayala Avenue  
 Salcedo Village, Makati City  
[careers@philguarantee.gov.ph](mailto:careers@philguarantee.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**