

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: June 14, 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	Risk Officer V	26	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		Enterprise Risk Management Office Makati City
2	Risk Officer IV	27	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		Enterprise Risk Management Office Makati City
3	Administrative Assistant III	42	7	21,909	Completion of two-year studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Group Office of the Group Head Makati City
4	Administrative Assistant I	44	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City

5	Marketing Officer II	49	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
6	Marketing Officer I	52	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
7	Account Officer V	53	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 Business Development - Priority Sectors Department Makati City
8	Account Officer III	55	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
9	Account Officer I	60	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
10	Administrative Assistant I	65	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Development-SME Department Makati City

11	Marketing Officer V	66	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 Business Development-SME Department Makati City
12	Marketing Officer I	73	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-SME Department Makati City
13	Administrative Assistant III	84	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		Housing Business Group Office of the Group Head Makati City
14	Department Head	85	14	132,247	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Housing Business Development Department Makati City
15	Account Officer I	104	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Housing Business Development Department Makati City
16	Administrative Assistant I	106	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Housing Accounts Services Department Makati City
17	Account Officer I	112	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Housing Accounts Services Department Makati City

18	Administrative Assistant I	117	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Agriculture Business Development Department Makati City
19	Marketing Officer II	123	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
20	Marketing Officer I	125	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
21	Account Officer II	132	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
22	Account Officer I	134	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
23	Account Officer I	135	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
24	Administrative Assistant I	137	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		AGFP Accounts Services Department Makati City

25	Account Officer V	138	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		AGFP Accounts Services Department Makati City
26	Account Officer II	142	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		AGFP Accounts Services Department Makati City
27	Account Officer I	144	9	32,519	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		AGFP Accounts Services Department Makati City
28	Administrative Assistant III	146	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		Fund and Asset Management Group Office of the Group Head Makati City
29	Administrative Assistant I	154	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Recovery Management Department Makati City
30	Administrative Assistant I	168	5	16,433	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Asset Sales and Disposition Department Makati City
31	Asset Management Officer I	175	9	32,519	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility		Asset Sales and Disposition Department Makati City

32	Department Head	178	14	132,247	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Cash Management Department Makati City
33	Credit Officer V	206	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		Credit and Appraisal Management Department Makati City
34	Credit Appraiser II	215	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	RA 1080 (Real Estate Service)		Credit and Appraisal Management Department Makati City
35	Credit Investigator III	221	11	47,777	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Credit and Appraisal Management Department Makati City
36	Credit Investigator II	223	10	38,037	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Credit and Appraisal Management Department Makati City
37	Multimedia Officer II (Creative Arts Specialist)	239	10	38,037	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Strategy Management and Communications Department Makati City

38	Information Technology Officer III	312	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		Information Technology Department Makati City
39	Corporate Attorney IV	325	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
40	Corporate Attorney IV	328	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
41	Corporate Attorney IV	329	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
42	Legal Assistant I	332	7	21,909	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	none required	none required	Career Service (Professional)/ Second Level Eligibility		Litigation Department Makati City
43	Legal Assistant I	333	7	21,909	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	none required	none required	Career Service (Professional)/ Second Level Eligibility		Litigation Department Makati City

44	Corporate Attorney IV	345	12	80,796	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Contracts and Opinions 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 June 26, 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.