

**PHILIPPINE GUARANTEE CORPORATION  
LIST OF POSITIONS AND THE CORRESPONDING JOB DESCRIPTIONS**

ANNEX A

POSITION	Qualifications, Skills, and Knowledge	JOB DESCRIPTIONS
<b>Account Admin Associate</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or a graduate of a Diploma course.</li> <li>• Preferably with six (6) months experience in administrative work.</li> <li>• Good written and oral English communication skills.</li> <li>• Knowledge of filing and updating of records and reports.</li> <li>• Excellent organizational skills.</li> <li>• Good attention to detail.</li> <li>• Proficient in Excel, Word and PowerPoint.</li> <li>• Ability to multitask and handle multiple requests from different individuals.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors status of actions required in the Document Routing Slip.</li> <li>• Files in a centralized and categorized manner all necessary documents.</li> <li>• Meets and coordinates with the different units, department and staff for concerns that need to be addressed immediately.</li> <li>• Act as the primary contact person who handles all messages and inquiries in the office promptly and efficiently;</li> <li>• Assists in the coordination and requisition of supplies and services as required.</li> </ul>
<b>Account Analyst I</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Application.</li> <li>• Knowledge in accounts management.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the preparation of sales and collection documents.</li> <li>• Assist in the verification, encoding of data, journal entry, recording, reconciliation, ledgering and client servicing.</li> <li>• Assist in the monitoring and updating of accounts.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Account Analyst II</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> <li>• Knowledge in accounts management.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the preparation of sales and collection documents.</li> <li>• Assist in the verification, encoding of data, journal entry, recording, reconciliation, ledgering and client servicing.</li> <li>• Assist in monitoring and updating of accounts.</li> <li>• Assist in preparing account summaries and other correspondence.</li> <li>• Assist in the preparation of payment-related documentation for project-accounts.</li> <li>• Assist in the due diligence of project accounts.</li> </ul>

		<ul style="list-style-type: none"> <li>• Assist in the Automation processes of the Department.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Account Analyst III</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> <li>• Knowledge in accounts management.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the preparation of sales and collection documents.</li> <li>• Assist in the verification, encoding of data, journal entry, recording, reconciliation, ledgering and client servicing.</li> <li>• Assist in monitoring and updating of complex accounts.</li> <li>• Assist in preparing account summaries and other correspondence.</li> <li>• Assist in the preparation of payment-related documentation for project-accounts.</li> <li>• Assist in the due diligence of complex project accounts.</li> <li>• Assist in the Automation processes of the Department.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Accountant I</b>	<ul style="list-style-type: none"> <li>• Certified Public Accountant.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Processes and organizes invoices.</li> <li>• Assists in the review of ledgers, statements and balance sheets for accuracy.</li> <li>• Analyzes and processes payments of simple to complex financial obligations based on approved documents.</li> <li>• Reconciles financial discrepancies by collecting and analyzing account information and recommends adjustments, if necessary.</li> <li>• Coordinates the consolidation of various operating and financial reports.</li> <li>• Maintains accounts by recording, identifying and verifying financial transactions.</li> <li>• Follows internal accounting procedures and policies to ensure that financial security is maintained.</li> <li>• Assists in the preparation of journal vouchers.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Accountant II</b>	<ul style="list-style-type: none"> <li>• Certified Public Accountant.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Processes and organizes invoices.</li> <li>• Assists in the review of ledgers, statements and balance sheets for accuracy.</li> <li>• Analyzes and processes payments of simple to complex financial obligations based on approved documents.</li> <li>• Reconciles financial discrepancies by collecting and analyzing account information and recommends adjustments, if necessary.</li> <li>• Coordinates the consolidation of various operating and financial reports.</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintains accounts by recording, identifying and verifying financial transactions.</li> <li>• Follows internal accounting procedures and policies to ensure that financial security is maintained.</li> <li>• Assists in the preparation of journal vouchers.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Accounting Clerk (Clerk I)</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or graduate of a Diploma course.</li> <li>• Computer literate.</li> <li>• Experience in handling various office equipment particularly, scanner.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the preparation of reports required by the Commission on Audit.</li> <li>• Assist in the implementation of the Department's programs and activities.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Accounting Specialist</b>	<ul style="list-style-type: none"> <li>• Graduate of Business Management, Business Administration major in Accountancy or Banking and Finance.</li> <li>• Preferably with at least one (1) year work experience in accounts management or accounting.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in preparing company budget to help meet financial goals and recommend measures to reduce loss.</li> <li>• Maintain accounting records, identify, and verify financial transactions for multiple departments.</li> <li>• Process and organize invoices to ensure timely processing.</li> <li>• Manage and update payroll information.</li> <li>• Review ledgers, statements, and balance sheets for accuracy.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Accounting Specialist III</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree relevant to the job.</li> <li>• Preferably with at least one (1) year work experience in accounts management or accounting.</li> </ul>	<ul style="list-style-type: none"> <li>• Process and organize invoices.</li> <li>• Assists in the review ledgers, statements and balance sheets for accuracy.</li> <li>• Record financial information and provide summaries when necessary.</li> <li>• Maintain accounts by recording, identifying and verifying financial transactions.</li> <li>• Follow internal accounting procedures and policies to ensure financial security is maintained.</li> <li>• Assist in the preparation of journal vouchers.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

<b>Actuarial Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least three (3) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts actuarial studies, and reviews, validates, and formulates policies relevant to the reduction of risks and maximization of revenues.</li> </ul>
<b>Administrative Assistant</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or graduate of a Diploma course.</li> <li>• Knowledge in office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform general administrative support such as filing, logging of documents, photocopying and other clerical tasks for Departments/Operating Units.</li> <li>• Maintain electronic and hard copy filing system.</li> <li>• Manage calendar, and schedule and coordinate meetings, appointments and travel arrangements.</li> <li>• Assist in resolving any administrative issues.</li> <li>• Maintain safekeeping of the office supplies of the group/department.</li> <li>• Answer calls and/or endorse the same to the proper officer, if necessary.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Administrative Services Assistant II</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or a graduate of a Diploma course</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Department in the procurement, handling and distribution of office supplies and equipment.</li> <li>• Assist the Department in the preparation of necessary reports, correspondence and other documentation.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Aircon Technician</b>	<ul style="list-style-type: none"> <li>• A graduate of Vocational Course or a certificate holder of training relevant to the job.</li> <li>• Preferably with at least three (3) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily monitoring and operation of the air-conditioning units (ACU).</li> <li>• Conduct weekly maintenance work of air conditioning system and perform repairing and maintenance activities.</li> <li>• Conduct maintenance of the air diffuser, which is an integral part of the centralized ACUs, to ensure proper airflow. Routine checking of ducts and relay/switches should also be undertaken.</li> <li>• Perform quarterly periodic cleaning, charging of freon, if needed, and other maintenance works for window and split type ACUs.</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>
<b>Bookkeeper III</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or a graduate of a</li> </ul>	<ul style="list-style-type: none"> <li>• Encode, manage and retrieve financial transactions/records related to collections.</li> </ul>

	<p>Diploma course; Graduate of any 4-year course is an advantage.</p> <ul style="list-style-type: none"> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Experience with accounting systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare journal entries for cash deposits and related transactions, encode entries in the system.</li> <li>• Prepare accrual of insurance premiums.</li> <li>• Encode liquidation reports.</li> <li>• Record offsetting/overpayment of insurance premiums.</li> <li>• Process clearances of fully paid/redeemed accounts.</li> <li>• Prepare adjusting entries on other deferred credits and sales contract receivable.</li> <li>• Update, maintain subsidiary ledgers/working paper on sales contract receivable.</li> <li>• Upload/update ledger for receivable accounts.</li> <li>• Prepare and maintain FS schedules for receivable accounts.</li> <li>• Process/prepare schedule for Gross Receipts Tax.</li> <li>• Prepare COA AR semestral reports.</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>
<b>Chauffeur I</b>	<ul style="list-style-type: none"> <li>• With at least High School level.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• With valid Driver's license</li> <li>• Familiar with NCR areas and nearby provinces.</li> <li>• Knowledge on traffic rules, road signs, and other driving-related ethics and principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive vehicles and ensure that passengers/documents arrive at authorized destination on time.</li> <li>• Keep record of Use of Motor Vehicle Authorization Slip, prepare Trip Ticket and ensure that trip-related documents are properly filled-up and signed.</li> <li>• Monitor Periodic Maintenance of assigned vehicle.</li> <li>• Perform basic mechanical and routine check to ensure roadworthiness before use of vehicles.</li> <li>• Maintain cleanliness of assigned vehicle.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Chauffeur II</b>	<ul style="list-style-type: none"> <li>• With at least High School level.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• With valid Driver's license.</li> <li>• Familiar with NCR areas and nearby provinces.</li> <li>• Knowledge on traffic rules, road signs, and other driving-related ethics and principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive vehicles and ensure that passengers/documents arrive at authorized destination on time.</li> <li>• Keep record of Use of Motor Vehicle Authorization Slip, prepare Trip Ticket and ensure that trip-related documents are properly filled-up and signed.</li> <li>• Monitor Periodic Maintenance of assigned vehicle.</li> <li>• Perform basic mechanical and routine check to ensure roadworthiness before use of vehicles.</li> <li>• Maintain cleanliness of assigned vehicle.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

<b>Claims and Collection Processor</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> <li>• Knowledge in accounts management.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct evaluation of guarantee claims.</li> <li>• Facilitate the conduct of appraisal/valuation of the collateral.</li> <li>• Evaluate and process payment of approved guarantee claims.</li> <li>• Assist in the weekly monitoring of guarantee claims.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Claims Systems Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job; preferably a graduate of Bachelor's Degree in Computer Science, Computer Engineering, or related course.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Possesses knowledge on various data management software and tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the evaluation of the existing agriculture guarantee claims and collection information system and recommend software/tools best suited for the sector.</li> <li>• Support the development, enhancement and maintenance of the claims and collection database and information system.</li> <li>• Evaluate datasets for consistency, completeness, and accuracy.</li> <li>• Recommend process improvements for data management purposes.</li> <li>• Assist in developing automated worksheets, reports, proposals, and other pertinent process documents.</li> <li>• Address data and reporting issues, questions and concerns.</li> <li>• Perform other tasks as may be required.</li> </ul>
<b>Clerk II</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or graduate of a Diploma course.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitors status of actions required in the Document Routing Slip.</li> <li>• Meets and coordinates with the different units, department and staff for concerns that need to be addressed immediately.</li> <li>• Act as the primary contact person who handles all messages and inquiries in the office promptly and efficiently.</li> <li>• Assists in the coordination and requisition of supplies and services as required.</li> <li>• Perform general administrative support such as filing, logging of documents, photocopying and other clerical tasks.</li> </ul>
<b>Cost/Project Accounting Specialist</b>	<ul style="list-style-type: none"> <li>• Graduate of Accountancy.</li> <li>• Knowledge in MS Office Application.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Processes and organizes invoices.</li> <li>• Assists in the review of ledgers, statements and balance sheets for accuracy.</li> <li>• Analyzes and processes payments of simple to complex financial obligations based on approved documents.</li> <li>• Reconciles financial discrepancies by collecting and analyzing account information and recommends adjustments, if necessary.</li> </ul>

		<ul style="list-style-type: none"> <li>• Coordinates the consolidation of various operating and financial reports.</li> <li>• Maintains accounts by recording, identifying and verifying financial transactions.</li> <li>• Follows internal accounting procedures and policies to ensure that financial security is maintained.</li> <li>• Assists in the preparation of journal vouchers.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Courier</b>	<ul style="list-style-type: none"> <li>• At least High School level.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in customer service.</li> <li>• Familiar with NCR areas and nearby provinces.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle messengerial works for the Corporation.</li> <li>• Pick-up and deliver documents, packages, and other items based on the official request of groups and operating units.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Credit Analyst</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive and log requests and other communications from various departments.</li> <li>• Log and transmit reports/memos /letters to concerned department/agencies.</li> <li>• Assist in the preparation of travel and other related documents.</li> <li>• Assist in the preparation of reportorial requirements.</li> <li>• Assist in the encoding of required reports.</li> <li>• Organize/File the reports with supporting documents in electronic folders.</li> <li>• Assist in the records safe keeping of the Department.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Data Encoder</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or graduate of a Diploma course.</li> <li>• Graduate of any 4-year course is an advantage.</li> <li>• Excellent organization, typing and data entry skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in ensuring accurate and timely entry of data based on required format.</li> <li>• Assist in the preparation of reports as may be required.</li> <li>• Provide assistance to other staff in the performance of their regular functions.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

<b>Data Management Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job; preferably a graduate of Bachelor's Degree in Computer Science, Mathematics, Statistics, or related courses.</li> <li>• Possesses knowledge in using spreadsheets and Excel to perform a variety of data analysis/management tasks.</li> <li>• Possess the ability to gather, organize, and interpret data.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and update claims and collection status monitoring on a daily basis.</li> <li>• Generate data reports on periodic basis for management and stakeholders.</li> <li>• Assist in the development of automated worksheets, reports, proposals, and other pertinent process documents.</li> <li>• Create templates as needed for data presentation, analysis, and/or validation.</li> <li>• Prepare data entry forms, identify/correct data entry errors, and record completed data.</li> <li>• Perform other tasks as may be required.</li> </ul>
<b>Data Processing Analyst</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in computer-related field.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Preferably with experience in databases as My, SQL Plus, Microsoft SQL, Access.</li> <li>• Moderate to advanced Microsoft Excel proficiency.</li> <li>• Demonstrated abilities in analytical reasoning and logical problem solving.</li> <li>• High level of motivation, initiative and responsibility.</li> <li>• Can write regular technical reports as required.</li> <li>• Can work well under pressure and must be willing to work beyond office hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Convert and store large data and ensure its accuracy in Databases.</li> <li>• Filter, Clean, Sort, Consolidate and Analyze Information from multiple sources.</li> <li>• Extract, and manipulate and Consolidate data from ORACLE system.</li> <li>• Translate collected data into clear and accessible reports.</li> <li>• Sort and organize files after entering data to ensure it is not lost.</li> <li>• Scanning of Physical Documents to convert to E-files Backup.</li> <li>• Perform clerical duties of maintaining and retrieving of all records and work files.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Digital Artist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Conceptualize, studies, and perform digital design using current computer software, drawing, photography, and other online design tools.</li> <li>• Provide photo coverage/documentation of the Corporation's events.</li> <li>• Edit picture to produce materials for media release, printing, broadcast and/or webcast.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge in Photoshop (CS 6) and other computer graphic tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Design, lay-out and format poster ads, brochures, publications and other promotional materials.</li> <li>• Perform digital design using current computer software, drawing and photography design.</li> <li>• Assist in the creation of various graphic elements for use in various Corporate activities.</li> <li>• Develop printed or broadcast materials for Corporate programs when needed.</li> <li>• Assist in handling procurement activities relevant to production of digital arts.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Electrician</b>	<ul style="list-style-type: none"> <li>• Graduate of Vocational Course relevant to the job.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in electrical wiring, repairing electrical equipment and installing electrical systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform general electrical maintenance.</li> <li>• Inspect transformers and circuit breakers and other electrical components.</li> <li>• Troubleshoot electrical issues using appropriate devices.</li> <li>• Repair and replace equipment, electrical wiring, or fixtures.</li> <li>• Follow National Electrical Code and local building regulations.</li> <li>• Conduct Circuit breaker corrective maintenance.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Executive Assistant I</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree relevant to the job.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Knowledge in office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform general administrative support such as filing, logging of documents, photocopying and other clerical tasks.</li> <li>• Maintain electronic and hard copy filing system.</li> <li>• Manage calendar, and schedule and coordinate meetings, appointments and travel arrangements of the Senior Vice President.</li> <li>• Assist in resolving any administrative issues supplies for the Office of the Senior Vice President.</li> <li>• Maintain safekeeping of the office supplies for the Office of the Senior Vice President.</li> <li>• Answer calls and/or endorse the same to the proper officer, if necessary.</li> <li>• Assist in the logistical requirements for meetings and other gatherings to be participated-in by the Senior Vice President.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Executive Assistant IV</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the review of documents from Departments.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preferably with at least two (2) years relevant work experience.</li> <li>• Knowledge in office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Drafts memoranda, office orders, agenda of meetings, correspondence and other periodic reports.</li> <li>• Monitors/coordinates with employees, departments and external clients with respect to matters requiring action.</li> <li>• Maintains confidential files and contact information of key external clients.</li> <li>• Assist in preparing and managing the Office's budget and supplies.</li> <li>• Handle special assignments and projects.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>GAD Analyst</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Application.</li> <li>• Good interpersonal skills and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the preparation of report from stakeholder meetings for the accomplishment of reports.</li> <li>• Conduct research and create network with other agencies' GFPS to benchmark possible standards for gender mainstreaming and to determine best practices.</li> <li>• Monitor advisories from the Philippine Commission on Women for the guidelines regarding important activities.</li> <li>• Organize incoming and outgoing files for safekeeping.</li> <li>• Assist in the monitoring and updating of files for GAD-related activities.</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>
<b>GAD Analyst II</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Application.</li> <li>• Good interpersonal skills and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze and create report from stakeholder meetings for the accomplishment of reports.</li> <li>• Conduct research and create network with other agencies' GFPS to benchmark possible standards for gender mainstreaming and to determine best practices.</li> <li>• Monitor advisories from the Philippine Commission on Women for the guidelines regarding important activities.</li> <li>• Assist in the procurement of all GAD-related activities requiring the same.</li> <li>• Assist in the encoding of GAD Plans and Budget and GAD Accomplishment Report.</li> <li>• Perform other duties that may be assigned from time to time.</li> </ul>
<b>Guarantee Officer</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in administering and processing guarantee line application and request for guarantee coverage.</li> <li>• Assist in ensuring that the guarantee line application and coverage are in compliance with the terms and conditions of the guarantee agreement,</li> </ul>

	<ul style="list-style-type: none"> <li>• Preferably with at least two (2) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• implementing rules and regulations and policies that are approved by the Board.</li> <li>• Assist in identifying prospective partners.</li> <li>• Assists in the conduct of marketing activities and maintain relationship with existing partners.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Human Resource Analyst I</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office and HR functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the research for HR policy development.</li> <li>• Assist in the preparation of regular HR reports.</li> <li>• Assist in the rollout and implementation of other HR programs and activities.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Human Resource Analyst II</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree, preferably in Human Resource, Psychology, Social Sciences or related fields.</li> <li>• Preferably with six (6) months relevant work experience.</li> <li>• Knowledge in MS Office Applications and HR functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in processing and coordinating with partner manpower agency relative to recruitment and billing.</li> <li>• Assist in payroll and benefits-related tasks.</li> <li>• Assist in updating employees' demographics.</li> <li>• Assist in processing, verifying, and maintaining documentation/ records relating to HR activities.</li> <li>• Assist in the implementation of special projects of the Department.</li> <li>• Act as liaison to respond to queries relative to HR activities.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Human Resource Coordinator</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Application.</li> <li>• Good interpersonal skills and communication skills.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle special assignments of HR that require coordination with outside offices such as CSC, GCG, DOF, PagIBIG, PhilHealth, Ombudsman, and contracted service providers among others.</li> <li>• Organize, files, and maintain monitoring tool of all incoming and outgoing documents from relevant governing bodies like CSC, GCG, BSP, DOF, among others.</li> <li>• Facilitate, monitor, and follow-up actions of other operating units on clearance, procurement, and other HR-initiated documentations.</li> <li>• Monitor the status and activities of Ad-Hoc committees where HRODD is a member.</li> <li>• Coordinate talent acquisition in terms of candidate endorsement, onboarding and other related activities.</li> <li>• Provide technical support for specific HR operations.</li> <li>• Provide technical assistance in time keeping and leave administration;</li> <li>• Assist in the roll out of HRODD programs.</li> </ul>

		<ul style="list-style-type: none"> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Human Resource Specialist</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> <li>• Knowledge in MS Office Applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in promoting and coordinating health and wellness programs for the employees.</li> <li>• Provide logistical support to activities involving career and development of employees.</li> <li>• Assist in the research for human resources policy development.</li> <li>• Assist in developing, planning and implementing the Department's initiatives and programs.</li> <li>• Assists in managing and examining COS billing documents.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>IT Business Analyst</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates business processes, anticipates requirements, uncovers areas for improvement, and develops and implements solutions.</li> <li>• Leads ongoing reviews of business processes and develops optimization strategies.</li> <li>• Gathers data and analyzes business and user needs.</li> <li>• Ensures solutions meet business needs and requirements.</li> <li>• Supports the Project Manager in developing the Terms of Reference for various IT Procurements.</li> <li>• Monitors deliverables and ensures timely completion of projects.</li> <li>• Understands strategic business needs and plans for growth, and how ITD can support strategic business needs.</li> <li>• Enhances the quality of IT products and services.</li> <li>• Works with the Business Applications Team and external service providers to ensure that they understand the specifications and requirements of business stakeholders/users.</li> <li>• Effectively communicates insights and plans to cross-functional team members and management.</li> <li>• Serves as liaison between ITD and business stakeholders/users.</li> <li>• Performs other related functions as may be assigned from time to time.</li> </ul>
<b>IT Risk Analyst</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct risk management research;</li> <li>• Assist in risk-related tasks such as assessment, modeling, design, development and implementation of risk strategies, policies, and processes.</li> <li>• Monitor risk limits, work with group members in gathering, assessing, and analyzing risk-related data.</li> </ul>

	<ul style="list-style-type: none"> <li>• Preferably a Bachelor's/College Degree holder in either Information Systems, Information Technology, Computer Science or any related courses, but not required.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare risk reports to senior management.</li> <li>• Performs other related functions as may be assigned from time to time.</li> </ul>
<b>IT Specialist I</b>	<ul style="list-style-type: none"> <li>• Preferably a Bachelors/College Degree holder in either Information Systems, Information Technology, Computer Science or any related courses, but not required.</li> <li>• Graduate of technical/vocational course on Computer Hardware Servicing and/or Basic Computer Programming.</li> <li>• Preferably with one (1) year relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Resolves tickets representing staff-generated technical request or problems.</li> <li>• Provides hardware/software technical support and assistance to all end users.</li> <li>• Provides efficient technical support services, ensuring targeted turnover times are achieved.</li> <li>• Replaces damaged or malfunctioning parts on hardware when necessary.</li> <li>• Training end-users on hardware functionality and software programs.</li> <li>• Resolving logged errors in a timely manner.</li> <li>• Monitoring hardware, software, and system performance metrics.</li> <li>• Updating computer software. as well as upgrading hardware and systems.</li> <li>• Maintaining databases and ensuring system security.</li> <li>• Keeping track of technological advancements and trends in IT support.</li> <li>• Performs other related functions as may be assigned from time to time.</li> </ul>
<b>IT Specialist II</b>	<ul style="list-style-type: none"> <li>• Preferably a Bachelors/College Degree holder in either Information Systems, Information Technology, Computer Science or any related courses, but not required; Graduate of technical/vocational course on Computer Hardware Servicing and/or Basic Computer Programming.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Resolves tickets representing staff-generated technical requests or problems.</li> <li>• Provides hardware/software technical support and assistance to all end users.</li> <li>• Provides efficient technical support services, ensuring targeted turnover times are achieved.</li> <li>• Replaces damaged or malfunctioning parts on hardware when necessary.</li> <li>• Assists in assuming initial ownership for the coordination, investigation and documentation of customer and system incidents.</li> <li>• Tracks and oversees tools inventory.</li> <li>• Requests ordering of supplies/materials in coordination with the purchasing officer.</li> <li>• Training end-users on hardware functionality and software programs.</li> </ul>

		<ul style="list-style-type: none"> <li>• Resolving logged errors in a timely manner.</li> <li>• Monitoring hardware, software, and system performance metrics.</li> <li>• Updating computer software. as well as upgrading hardware and systems.</li> <li>• Maintaining databases and ensuring system security.</li> <li>• Documenting processes and performing diagnostic tests.</li> <li>• Keeping track of technological advancements and trends in IT support.</li> <li>• Performs other related functions as may be assigned from time to time.</li> </ul>
<b>Knowledge Management Senior Analyst</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job preferably in Economics, Finance, Business Management, Communication and other related courses.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• With background or experience on knowledge management and content management, ESG/ Sustainability framework is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Gathers data and devise system for monitoring and retaining data and information collected.</li> <li>• Drafts write-ups and content of information materials.</li> <li>• Creates database and libraries of all information materials.</li> <li>• Coordinates with groups and operating units to collect and verify data.</li> <li>• Coordinates with concerned divisions for the publication and posting of content and information to PHILGUARANTEE website.</li> <li>• Performs other functions as may be assigned from time to time.</li> </ul>
<b>Knowledge Management Senior Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job preferably Economics, Finance, Business Management, Communication and other related courses.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> <li>• With background or experience on knowledge management and content management, Environment, Social, and Governance (ESG) /Sustainability framework is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Develops and implements a knowledge management system and framework for the Corporation.</li> <li>• Reviews PHILGUARANTEE mandates and objectives and conducts assessment of impact of external and internal developments on existing policies.</li> <li>• Ensures compliance with E.O. No. 2, s. 2016 and other policies sent by oversight agencies on Freedom of Information.</li> <li>• Provides content on business guarantee data and information for uploading in PHILGUARANTEE website.</li> <li>• Packages and assist in the dissemination of comprehensive and relevant information on the guarantee services of the Corporation.</li> <li>• Writes business articles and conceptualize designs of information materials.</li> <li>• Performs other functions as may be assigned from time to time.</li> </ul>

<b>Knowledge Management Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job preferably Economics, Finance, Business Management, Communication and other related courses.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> <li>• With background or experience on knowledge management and content management, ESG/ Sustainability framework is an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in the development of knowledge management system and framework for the Corporation.</li> <li>• Writes business articles and conceptualize designs of information materials.</li> <li>• Reviews PHILGUARANTEE mandates and objectives and conducts assessment of impact of external and internal developments on existing policies.</li> <li>• Collects data and information relevant to the operation of the Corporation and builds and creates digital resources and traditional library materials while ensuring compliance with applicable acts on data privacy.</li> <li>• Assist in the packaging and timely dissemination of comprehensive and relevant information on guarantee services, investments, asset management.</li> <li>• Performs other functions as may be assigned from time to time.</li> </ul>
<b>Management Information Systems Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least three (3) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide customer support for system functional, operational and technical issues.</li> <li>• Assist in developing Management Information System (MIS) process improvements for increased efficiency.</li> <li>• Assist in maintenance and support of MIS activities.</li> <li>• Assist in coordinating with groups/departments to resolve complex problems/issues.</li> <li>• Provide technical support to ensure that hardware and software systems are fully functional.</li> <li>• Assist in managing security administration activities for systems.</li> <li>• Assist in creating and generating reports in timely and accurate manner.</li> <li>• Assist in the conduct of system training to appropriate staff on regular basis.</li> <li>• Assist in managing system maintenance and security activities.</li> <li>• Assist in training users on new applications and upgrades.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Marketing Specialist</b>	<ul style="list-style-type: none"> <li>• Preferably graduate of Financial Management or Marketing.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Collect market and housing industry data from primary and secondary data sources.</li> <li>• Arrange industry forecasts for banks, financial institutions and real estate developers and other housing providers.</li> <li>• Monitor housing news and data sources.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>

<b>Master Electrician</b>	<ul style="list-style-type: none"> <li>• Graduate of Vocational Course relevant to the job.</li> <li>• Preferably with at least three (3) years relevant work experience.</li> <li>• Knowledge in electrical wiring, repairing electrical equipment and installing electrical systems.</li> <li>• Preferably with TESDA NC II Electrical Installation and Maintenance Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Install electrical system in accordance with the electrical plan of the building.</li> <li>• Plan and implement cabling (circuiting) of lights and electric power distribution.</li> <li>• Maintain and repair electrical system.</li> <li>• Conduct inventory, repair and maintenance of all lighting fixtures, cables, effects, power distribution, dimmers, networking and lighting control consoles.</li> <li>• Document and track all circuits and system configuration.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Motorized Courier</b>	<ul style="list-style-type: none"> <li>• At least High School level.</li> <li>• With valid Driver's license (two-wheels &amp; four-wheels)</li> <li>• Preferably with at least one (1) year relevant work experience as motorized messenger/driver messenger.</li> <li>• Familiar with NCR areas and nearby provinces.</li> <li>• Knowledge on traffic rules, road signs, and other driving-related ethics and principles.</li> <li>• Knowledge in customer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle messengerial works for the Corporation.</li> <li>• Pick-up and deliver documents, packages, and other items based on the official request of groups and operating units.</li> <li>• Monitor Periodic Maintenance of assigned vehicle.</li> <li>• Perform basic mechanical and routine check to ensure roadworthiness before use of vehicles.</li> <li>• Maintain cleanliness of assigned vehicle.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Network System Administrator</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in managing the LAN Network.</li> <li>• Assist in managing Firewall Access Policies.</li> <li>• Assist in planning of Network Infrastructure Policies.</li> <li>• Assist in managing active directory administration.</li> <li>• Assist in virtual machine administration.</li> <li>• Assist in installing, configuration and deployment of ticketing system for the users.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>

<b>Occupational Safety and Health (OSH) Program Administrator</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle all administrative, logistics, reporting, and coordination requirements in the implementation of PHILGUARANTEE's OSH Program;</li> <li>• Provide administrative support to the OSH Committee, including facilitating the meetings and coordination with the members;</li> <li>• Draft an Annual Work and Financial Plan and finalize the same based on the result of deliberations of the OSH Committee.</li> <li>• Perform other functions that may be assigned from time to time.</li> </ul>
<b>Paralegal</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least one (1) year relevant work experience</li> <li>• Knowledge in Philippine laws and legal systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material.</li> <li>• Organize and track case files.</li> <li>• Assist lawyers with alternative dispute resolutions and trial preparation, and appear in court to request for postponement.</li> <li>• Accompany the court sheriff in connection to writ implementation.</li> <li>• Coordinate with other government agencies, quasi-judicial bodies and courts in relation to legal documents and other legal matters.</li> <li>• Prepare written reports and correspondences.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Planning Analyst II</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in MS Office Applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the conduct of studies, data gathering, and analysis of information to firm up strategic initiatives and other reports required by the governing bodies.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Plumber/Carpenter</b>	<ul style="list-style-type: none"> <li>• With at least High School level.</li> <li>• Preferably attended Vocational course in plumbing/carpentry.</li> <li>• Preferably with at least six (6) months relevant work experience</li> <li>• Basic knowledge in plumbing system and building code requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform general carpentry and plumbing works.</li> <li>• Construct, install and repair structures and fixtures.</li> <li>• Install pipes and fixtures and other plumbing materials.</li> <li>• Perform inspections of fixtures and plumbing systems to identify and replace worn out parts.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

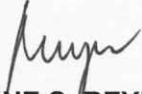
<b>Procurement Assistant</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or a graduate of a Diploma course.</li> <li>• Graduate of any 4-year course is an advantage.</li> <li>• Preferably with knowledge in procurement/office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform general administrative support such as filing, logging of documents, photocopying and other clerical tasks for Departments/Operating Units.</li> <li>• Maintain electronic and hard copy filing system.</li> <li>• Manage calendar, and schedule and coordinate meetings, appointments and travel arrangements.</li> <li>• Assist in resolving any administrative issues</li> <li>• Maintain safekeeping of the office supplies of the group/department.</li> <li>• Routes resolutions and correspondences to BAC Members.</li> <li>• Coordinates with suppliers as to the submitted documents.</li> <li>• Assists in answering queries and providing guidance to end users as to the required documents and process for procurement.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Property Assistant I</b>	<ul style="list-style-type: none"> <li>• At least two year studies in college or a graduate of a Diploma course.</li> <li>• Graduate of any 4-year course preferably in Building and Property Management is an advantage</li> <li>• Knowledge in office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Department in the implementation and monitoring of building maintenance and repair activities.</li> <li>• Assist the Department in management of properties and equipment.</li> <li>• Assist the Department in preparation of reports, correspondence and other documentation.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Property/Supply/Procurement Management Analyst I</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course</li> <li>• Preferably with experience in procurement/property/supply management.</li> <li>• With basic knowledge in property/supply management system.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the Department in the implementation and monitoring of supplies, building maintenance and repair activities, and procurement activities, as applicable.</li> <li>• Assist in the conduct of inventory and recording.</li> <li>• Assists in the verification, encoding of data and preparation of simple reports.</li> <li>• Drafts correspondence and other documentation.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

<b>Property/Supply/Procurement Management Analyst II</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course</li> <li>• Preferably with least six (6) months relevant work experience in Property/Supply/Procurement Management.</li> <li>• Knowledge in office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the Department in the monitoring of supplies, building maintenance and repair activities, and procurement activities, as applicable, and implementation of activities of the applicable units.</li> <li>• Assist in the conduct of inventory and recording, and verify the data presented.</li> <li>• Assists in the verification, encoding of data and preparation of simple reports.</li> <li>• Drafts correspondence and other documentation.</li> <li>• Coordinates with clients/suppliers/end users to provide guidance as to the required documents and processes.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Purchasing Specialist</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• With basic knowledge in procurement principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in purchasing goods in accordance with the existing government and office procedures.</li> <li>• Assist in collaborating with departments to clarify purchase requisitions and accuracy of requests and departmental needs, and refine specifications for future purchase orders.</li> <li>• Purchase goods or services that meet the quantity and quality expectations of PHILGUARANTEE.</li> <li>• Make on-site purchase decisions in accordance with company procedures and regulations.</li> <li>• Assist in finding new sources of supplies and products.</li> <li>• Secure product samples, photos, and descriptions as required.</li> <li>• Assist in evaluating and negotiating with vendors.</li> <li>• Track inventory and restock goods when needed.</li> <li>• Stay up to date on industry trends and new products.</li> <li>• Compare available goods with industry trends to determine appropriate pricing.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Risk Analyst</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct risk management research;</li> <li>• Assist in risk-related tasks such as assessment, modeling, design, development and implementation of risk strategies, policies, and processes;</li> <li>• Monitor risk limits, work with group members in gathering, assessing, and analyzing risk-related data;</li> <li>• Prepare risk reports to senior management; and</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

<b>Risk Specialist</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least three (3) year relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Conducts risk modeling, risk assessment, performance valuation and other risk-related tasks that will aid in controlling and managing risks.</li> </ul>
<b>Safety and Health Officer</b>	<ul style="list-style-type: none"> <li>• Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>• Act as the focal person in the implementation of programs to eliminate hazards in the workplace and to correct and/ or amend risky and/ or unsafe work practices.</li> <li>• Serve as Secretary to the Safety and Health Committee</li> <li>• Report on the occurrence of accidents.</li> <li>• Coordinate all safety and health training programs for the agency management and employees.</li> <li>• Perform the functions as defined in PHILGUARANTEE's standards and protocols to prevent COVID 19 in the workplace.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Senior Accounts Analyst</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least one (1) year relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> <li>• Knowledge in accounts management.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in coordination with clients.</li> <li>• Assists in the documentation of accounts.</li> <li>• Assists in gathering accounts data/reports/research and other studies.</li> <li>• Performs other functions as may be assigned from time to time.</li> </ul>
<b>Senior Planning Analyst</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least one (1) year relevant work experience. Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the monitoring and analysis of feedback and complaints</li> <li>• Assist in attending to help desk and inquiries</li> <li>• Assist in the monitoring and development of corporate activities calendar</li> <li>• Assist in gathering data sourced from the customer satisfaction survey</li> </ul>
<b>Senior Programmer</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Computer Science, Information Technology or other relevant course.</li> <li>• Preferably with at least three (3) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle all programming services of the Corporation.</li> <li>• Resolve programming concerns problems by conducting a thorough analysis of the system and employing appropriate debugging techniques.</li> <li>• Ensure the availability of computer resources by contributing to disaster prevention and recovery efforts caused by events like power outages, hardware failures, etc.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.</li> </ul>	
<b>Technical Analyst</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides administrative support including scheduling appointments and arranging meetings, travels and events.</li> <li>• Gathers and encodes data relative to the functions of the group.</li> <li>• Facilitates and monitors the flow of incoming and outgoing documents/transactions.</li> <li>• Attends to administrative queries and concerns.</li> <li>• Performs routine receipt, filing and retrieval of documents, records and other files.</li> <li>• Draft simple/routine correspondences and memoranda.</li> <li>• Assist in monitoring status of the Department's assignments and documents.</li> <li>• Serves as liaison to other units on basic administrative and operational matters.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Technical Analyst II</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in MS Office Application.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the administrative duties including data management, mailings, telephone support, and other activities of the Department.</li> <li>• Assist in the preparation and consolidation of the Procurement Management Plan of the Group and the Department.</li> <li>• Assist in the preparation of the Corporate Operating Budget of the Department.</li> <li>• Assist in the consolidation of the group's reports for submission to the Management or other Department.</li> <li>• Coordinate, monitor, and ensure the timely processing and utilization of funds in accordance with the approved Department budget.</li> <li>• Provides administrative and secretariat support to executive meetings.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Technical Specialist</b>	<ul style="list-style-type: none"> <li>• Graduate of any 4-year course.</li> <li>• Preferably with at least two (2) years relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide technical and administrative support specifically in the gathering, filing, monitoring, preparing, and transmittal of documents.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge in MS Office Application.</li> </ul>	
<b>Utility Worker</b>	<ul style="list-style-type: none"> <li>• Elementary School Graduate.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Basic knowledge on the use of basic mechanical equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform general clean-up of all areas assigned.</li> <li>• Perform a variety of other maintenance duties for the upkeep of HGC properties in the assigned area.</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>
<b>Writer/Researcher</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree relevant to the job.</li> <li>• Preferably with at least six (6) months relevant work experience.</li> <li>• Knowledge in office management systems and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform research on different topics.</li> <li>• Assist in analyzing and interpreting data in order to produce the needed information.</li> <li>• Draft memoranda, correspondence, board resolutions and presentations.</li> <li>• Keep abreast of pertinent laws and issuances particularly of Governance Commission for Government-owned or controlled corporation (GCG).</li> <li>• Perform other functions as may be assigned from time to time.</li> </ul>



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