

PHILIPPINE GUARANTEE CORPORATION
LIST OF POSITIONS AND THE CORRESPONDING JOB DESCRIPTIONS

ANNEX A

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


ATTY. RONCES ANNE S. REYES-DE LEON
 OIC, HRODD