

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE GUARANTEE CORPORATION in the CSC website:

ATTY. RONCES ANNE S. REYES DE LEON  
HRMO

Date: October 6, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Board Secretary II	4	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City
2	Board Secretary II	5	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City
3	Board Secretary II	6	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City

4	Corporate Governance Officer III	7	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Office of the Corporate Secretary Makati City
5	Compliance Officer V	17	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Corporate Compliance and Standards Office Makati City
6	Compliance Officer II	20	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Corporate Compliance and Standards Office Makati City
7	Quality Management Officer III	24	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Compliance and Standards Office Makati City
8	Risk Officer V	26	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Enterprise Risk Management Office Makati City
9	Administrative Assistant III	42	7	(Step 1) 25,027 to (Step 8) 27,780	Completion of two-year studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Group (Office of the Group Head) Makati City

10	Administrative Assistant I	44	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
11	Marketing Officer II	49	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
12	Account Officer IV	54	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor's Degree	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
13	Account Officer II	57	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City
14	Account Officer I	60	9	(Step 1) 37,317 to (Step 8) 41,795	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development - Priority Sectors Department Makati City

15	Administrative Assistant I	65	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Corporate Business Development-SME Department Makati City
16	Marketing Officer IV	67	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor's Degree	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-SME Department Makati City
17	Marketing Officer II	71	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-SME Department Makati City
18	Marketing Officer I	73	9	(Step 1) 37,317 to (Step 8) 41,795	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-SME Department Makati City
19	Account Officer II	78	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Corporate Business Development-SME Department Makati City

20	Administrative Assistant III	84	7	(Step 1) 25,027 to (Step 8) 27,780	Completion of two years studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Housing Business Group (Office of the Group Head) Makati City
21	Department Head	85	14	(Step 1) 136,738 to (Step 8) 170,923	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Housing Business Development Department Makati City
22	Account Officer I	104	9	(Step 1) 37,317 to (Step 8) 41,795	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Housing Business Development Department Makati City
23	Administrative Assistant I	106	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Housing Accounts Services Department Makati City
24	Account Officer II	110	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Housing Accounts Services Department Makati City

25	Account Officer I	112	9	(Step 1) 37,317 to (Step 8) 41,795	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Housing Accounts Services Department Makati City
26	Administrative Assistant I	117	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Agriculture Business Development Department Makati City
27	Marketing Officer II	123	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
28	Marketing Officer I	125	9	(Step 1) 37,317 to (Step 8) 41,795	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
29	Account Officer II	130	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City

30	Account Officer II	132	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Agriculture Business Development Department Makati City
31	Administrative Assistant I	137	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		AGFP Accounts Services Department Makati City
32	Account Officer V	138	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		AGFP Accounts Services Department Makati City
33	Account Officer II	142	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		AGFP Accounts Services Department Makati City
34	Administrative Assistant III	146	7	(Step 1) 25,027 to (Step 8) 27,780	Completion of two years studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Fund and Asset Management Group Office of the Group Head Makati City

35	Administrative Assistant I	168	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two-year studies in college	none required	none required	Career Service (Sub Professional)/ First Level Eligibility		Asset Sales and Disposition Department Makati City
36	Administrative Assistant III	177	7	(Step 1) 25,027 to (Step 8) 27,780	Completion of two years studies in college	4 hours of relevant training/s	1 year of relevant experience	Career Service (Sub Professional)/ First Level Eligibility		Business Operations Group Office of the Group Head Makati City
37	Department Head	178	14	(Step 1) 136,738 to (Step 8) 170,923	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Cash Management Department Makati City
38	Department Head	205	14	(Step 1) 136,738 to (Step 8) 170,923	Master's Degree OR Certificate in Leadership and Management from CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Credit and Appraisal Management Department Makati City
39	Credit Officer V	206	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Credit and Appraisal Management Department Makati City

40	Credit Officer III	208	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Credit and Appraisal Management Department Makati City
41	Credit Appraiser IV	213	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor's Degree relevant to the job	24 hours of relevant training/s	4 years of relevant experience	RA 1080 (Real Estate Service)		Credit and Appraisal Management Department Makati City
42	Credit Appraiser II	216	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree relevant to the job	4 hours of relevant training/s	1 year of relevant experience	RA 1080 (Real Estate Service)		Credit and Appraisal Management Department Makati City
43	Credit Investigator III	221	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Credit and Appraisal Management Department Makati City
44	Credit Investigator II	223	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Credit and Appraisal Management Department Makati City

45	Administrative Assistant I	229	5	(Step 1) 19,821 to (Step 8) 22,001	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility		Strategy Management and Communications Department Makati City
46	Planning Officer IV	231	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor's Degree	24 hours of relevant training/s	4 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Strategy Management and Communications Department Makati City
47	Communications Officer V	235	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
48	Communications Officer III (Information Officer)	237	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training/s	Career Service (Professional)/ Second Level Eligibility		Strategy Management and Communications Department Makati City
49	Communications Officer I (Information Officer)	238	8	(Step 1) 32,121 to (Step 8) 35,976	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Strategy Management and Communications Department Makati City
50	Information Officer V	240	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City
51	Information Officer III	242	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's degree	8 hours of relevant training/s	2 years of relevant experience	Career Service Professional/ Second Level Eligibility		Strategy Management and Communications Department Makati City

52	Administrative Officer III	260	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Facilities and General Services Department Makati City
53	Administrative Officer III	270	11	(Step 1) 51,987 to (Step 8) 80,580	Bachelor's Degree relevant to the job	8 hours of relevant training/s	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility		Facilities and General Services Department Makati City
54	Procurement Officer I	280	8	(Step 1) 32,121 to (Step 8) 35,976	Bachelor's Degree	none required	none required	Career Service (Professional)/ Second Level Eligibility		Facilities and General Services Department Makati City
55	Financial Accounting Officer V	285	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	RA 1080 (CPA)		Financial Accounting Department Makati City
56	Financial Accounting Officer II	289	10	(Step 1) 43,711 to (Step 8) 48,956	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training/s	1 year of relevant experience	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
57	Financial Accounting Officer I	290	8	(Step 1) 32,121 to (Step 8) 35,976	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
58	Financial Accounting Officer V	291	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City

59	Financial Accounting Officer I	295	8	(Step 1) 32,121 to (Step 8) 35,976	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080, as amended, (CPA)		Financial Accounting Department Makati City
60	Information Technology Officer III	312	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Information Technology Department Makati City
61	Corporate Attorney IV	325	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
62	Corporate Attorney IV	328	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
63	Corporate Attorney IV	329	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Litigation Department Makati City
64	Legal Assistant I	332	7	(Step 1) 25,027 to (Step 8) 27,780	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	none required	none required	Career Service (Professional)/ Second Level Eligibility		Litigation Department Makati City
65	Legal Assistant I	333	7	(Step 1) 25,027 to (Step 8) 27,780	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	none required	none required	Career Service (Professional)/ Second Level Eligibility		Litigation Department Makati City

66	Records Officer V	336	12	(Step 1) 83,966 to (Step 8) 104,957	Master's Degree OR Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional)/ Second Level Eligibility		Records Custodianship and Management Department Makati City
67	Records Officer II	339	9	(Step 1) 37,317 to (Step 8) 41,795	Bachelor's Degree	4 hours of relevant training/s	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility		Records Custodianship and Management Department Makati City
68	Corporate Attorney IV	345	12	(Step 1) 83,966 to (Step 8) 104,957	Bachelor of Laws	8 hours of relevant training/s	2 years of relevant experience	RA 1080 (Attorney)		Contracts and Opinions Department Makati City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 16, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. RONCES ANNE S. REYES-DE LEON**

Acting Department Head, HRODD

24/F 6811 BPI-Philam Life Ayala Avenue

Salcedo Village, Makati City

[careers@philguarantee.gov.ph](mailto:careers@philguarantee.gov.ph)

Note: In case of hiring, Step 1/hiring rate shall apply. In case of promotion or transfer, rate of applicable step shall be utilized based on CPCS guidelines.

PHILGUARANTEE complies with the integration of PhilSys ID and hereby accepts the same as Competent Evidence of Identity.

PHILGUARANTEE adheres to the principles of Equal Opportunity and shall not discriminate based on age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

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