

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 16, 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	Department Head (Vice-President)	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
2	Department Head (Vice-President)	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
3	Department Head (Vice-President)	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

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 26, 2023.

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

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

ATTY. RONCES ANNE S. REYES-DE LEON

Acting Department Head, HRODD

24/F 6811 BPI-Philam Life Ayala Avenue

Salcedo Village, Makati City

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.