

JOB VACANCIES AS OF MAY 2024

Position	Status	No.	JG	SG	Salary Range	Place of Assignment	Qualifications	Duties and Responsibilities
Senior Financial Specialist	Plantilla	1	11		Php47,777.00 - Php49,777.00 per month	Makati City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least three (3) years relevant experience; At least 16 hours relevant training Minimum Eligibility Requirement: CSC (Professional) 2nd Level Eligibility	Responsible for undertaking relatively less complicated tasks pertaining to the conduct of corporate accounting functions, consistent with government accounting and auditing rules and regulations, including the efficient and accurate analysis, classification, recording and communication of financial information.
Senior Financial Specialist	Plantilla	1	11		Php47,777.00 - Php49,777.00 per month	Makati City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least three (3) years relevant experience; At least 16 hours relevant training Minimum Eligibility Requirement: CSC (Professional) 2nd Level Eligibility	Responsible for undertaking relatively less complicated tasks pertaining to the conduct of corporate accounting functions, consistent with government accounting and auditing rules and regulations, including the efficient and accurate analysis, classification, recording and communication of financial information.
P3 Accountant	P3 COS	1		22	Php65,319.00 - Php80,796.00 per month	Makati City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least four (4) years relevant experience; At least 24 hours relevant training Minimum Eligibility Requirement: RA 1080 Certified Public Accountant (CPA)	<ol style="list-style-type: none"> 1. Maintain an effective financial management information system by ensuring that P3 policies, controls and guidelines comply with approved procedures and governing accounting rules and standards. 2. Ensure adequate financial controls are in- place and recommend improvements in coordination with senior accountants. 3. Process, certify and recommend for approval P3 disbursement transactions as to completeness of supporting documents and availability of funds. 4. Periodically review, investigate, and correct errors and inconsistencies in financial information and/or documentation and recommend process improvements to ensure efficient and effective accounting operation. 5. Provide analytical financial information to P3 Steering Committee to maximize usefulness of financial information in planning, policy and financial management. 6. Coordinate with the billing and collection officers for the monitoring and reconciliation of borrower's subsidiary accounts. 7. Assist the senior accountants in periodic closing of books by ensuring updated postings of P3 financial transactions, analyzing discrepancies and irregular balances, preparing adjusting/correcting entries and recommending process improvements to uphold reliability of financial information. 8. Timely and accurate preparation and submission of required management and/or regulatory reports including replies to audit observations. 9. Perform other related functions as may be assigned.

Assistant Branch Accountant/Accounting Clerk	P3 COS	1		11	Php20,754.00 per month	Baguio City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least one (1) years relevant experience; At least 8 hours relevant training Minimum Eligibility Requirement: None Required	Primarily assist the Branch Accountant (BA) on the following functions: processing of DVs, application of payment in the Cash Receipt Books (CRB) and preparation of adjusting journal entries in the Journal Book (JB) conduct of legal research and study to assist in the formulation of legal strategies.
Assistant Branch Accountant/Accounting Clerk	P3 COS	1		11				
Assistant Branch Accountant/Accounting Clerk	P3 COS	1		11	Php20,754.00 per month	Cebu City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least one (1) years relevant experience; At least 8 hours relevant training Minimum Eligibility Requirement: None Required	Primarily assist the Branch Accountant (BA) on the following functions: processing of DVs, application of payment in the Cash Receipt Books (CRB) and preparation of adjusting journal entries in the Journal Book (JB) conduct of legal research and study to assist in the formulation of legal strategies.
Accounting Assistant	P3 COS	1		11	Php20,754.00 per month	Makati City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training Minimum Eligibility Requirement: None Required	a. Preparation of monthly bank reconciliation statement; b. Preparation of working paper, remittance and payment of various taxes to BIR; c. Preparation of various statement of financial position account schedules; d. To conduct general ledger account analysis and monitoring; e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures; f. Preparation of journal entries, as may be applicable; and g. Perform other tasks that may be assigned from time to time.
Accounting Assistant	P3 COS	1		11	Php20,754.00 per month	Makati City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training Minimum Eligibility Requirement: None Required	a. Preparation of monthly bank reconciliation statement; b. Preparation of working paper, remittance and payment of various taxes to BIR; c. Preparation of various statement of financial position account schedules; d. To conduct general ledger account analysis and monitoring; e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures; f. Preparation of journal entries, as may be applicable; and g. Perform other tasks that may be assigned from time to time.

Accounting Assistant	P3 COS	1		11	Php20,754.00 per month	Makati City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training</p> <p>Minimum Eligibility Requirement: None Required</p>	<p>a. Preparation of monthly bank reconciliation statement;</p> <p>b. Preparation of working paper, remittance and payment of various taxes to BIR;</p> <p>c. Preparation of various statement of financial position account schedules;</p> <p>d. To conduct general ledger account analysis and monitoring;</p> <p>e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures;</p> <p>f. Preparation of journal entries, as may be applicable; and</p> <p>g. Perform other tasks that may be assigned from time to time.</p>
Accounting Assistant-NLG	P3 COS	1		11	Php20,754.00 per month	Baguio City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training</p> <p>Minimum Eligibility Requirement: None Required</p>	<p>a. Preparation of monthly bank reconciliation statement;</p> <p>b. Preparation of working paper, remittance and payment of various taxes to BIR;</p> <p>c. Preparation of various statement of financial position account schedules;</p> <p>d. To conduct general ledger account analysis and monitoring;</p> <p>e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures;</p> <p>f. Preparation of journal entries, as may be applicable; and</p> <p>g. Perform other tasks that may be assigned from time to time.</p>
Accounting Assistant-SLG 1	P3 COS	1		11	Php20,754.00 per month	Makati City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training</p> <p>Minimum Eligibility Requirement: None Required</p>	<p>a. Preparation of monthly bank reconciliation statement;</p> <p>b. Preparation of working paper, remittance and payment of various taxes to BIR;</p> <p>c. Preparation of various statement of financial position account schedules;</p> <p>d. To conduct general ledger account analysis and monitoring;</p> <p>e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures;</p> <p>f. Preparation of journal entries, as may be applicable; and</p> <p>g. Perform other tasks that may be assigned from time to time.</p>
Accounting Assistant-SLG 2	P3 COS	1		11				

Accounting Assistant-VG	P3 COS	1	11	Php20,754.00 per month	Cebu City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training</p> <p>Minimum Eligibility Requirement: None Required</p>	<p>a. Preparation of monthly bank reconciliation statement;</p> <p>b. Preparation of working paper, remittance and payment of various taxes to BIR;</p> <p>c. Preparation of various statement of financial position account schedules;</p> <p>d. To conduct general ledger account analysis and monitoring;</p> <p>e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures;</p> <p>f. Preparation of journal entries, as may be applicable; and</p> <p>g. Perform other tasks that may be assigned from time to time.</p>
Accounting Assistant-MG	P3 COS	1	11	Php20,754.00 per month	Davao City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least one (1) years relevant experience;At least 8 hours relevant training</p> <p>Minimum Eligibility Requirement: None Required</p>	<p>a. Preparation of monthly bank reconciliation statement;</p> <p>b. Preparation of working paper, remittance and payment of various taxes to BIR;</p> <p>c. Preparation of various statement of financial position account schedules;</p> <p>d. To conduct general ledger account analysis and monitoring;</p> <p>e. Verify and validate the accuracy and validity of expenses-related claims including the completeness and propriety of supporting documents in compliance with SB Corporation and regulatory bodies' policies and procedures;</p> <p>f. Preparation of journal entries, as may be applicable; and</p> <p>g. Perform other tasks that may be assigned from time to time.</p>
Senior Financial Specialist	Plantilla	1	11	Php47,777.00 - Php49,777.00 per month	Makati City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least three (3) years relevant experience; At least 16 hours relevant training</p> <p>Minimum Eligibility Requirement: CSC (Professional) 2nd Level Eligibility</p>	Responsible for undertaking relatively less complicated tasks pertaining to the conduct of corporate accounting functions, consistent with government accounting and auditing rules and regulations, including the efficient and accurate analysis, classification, recording and communication of financial information.
Branch Accountant	Plantilla	1	11				
Branch Accountant	Plantilla	1	11	Php47,777.00 - Php49,777.00 per month	Makati City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: At least three (3) years relevant experience; At least 16 hours relevant training</p> <p>Minimum Eligibility Requirement: CSC (Professional) 2nd Level Eligibility</p>	Responsible for undertaking relatively less complicated tasks pertaining to the conduct of corporate accounting functions, consistent with government accounting and auditing rules and regulations, including the efficient and accurate analysis, classification, recording and communication of financial information.
Senior Investments Specialist	Plantilla	1	11				
Administrative Assistant	Agency Hire	1	6	Php14,854.00 - Php19,233.00 per month	Makati City	<p>Educational Requirement: Bachelor's degree relevant to the job</p> <p>Minimum Experience /Training Requirements: None Required</p> <p>Minimum Eligibility Requirement: None Required</p>	Support the smooth operation of offices by managing tasks such as scheduling, communication, data entry, travel arrangements, and document preparation. They assist executives and teams, prioritize tasks, handle inquiries, and maintain confidentiality. Ensuring organizational efficiency and effective workflow.

P3 Cash Management Staff	P3 COS	1		10	Php19,233.00 per month	Makati City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least one (1) years relevant experience; At least 8 hours relevant training Minimum Eligibility Requirement: None Required	Assist the cashier in the implementation of cash management for the P3 Program, such as but not limited to the preparation of checks, advice and routing of P3 documents, conduct first line review of all post-dated checks transmitted for safekeeping, report unutilized/excess funds, prepare daily Summary of Transaction.
Liaison Staff	Agency Hire	1		6	Php14,854.00 - Php19,233.00 per	Makati City	Educational Requirement:	
Senior Planning Specialist/Risk Specialist	Plantilla	1		11	Php65,319.00 - Php80,796.00 per month	Baguio City	Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: At least four (4) years relevant experience; At least 24 hours relevant training Minimum Eligibility Requirement: CSC (Professional) 2nd Level Eligibility	Provide advisory and directly participating in the development and enhancement of SB Corp's Compliance Risk Management relative Republic Act (RA) 9160 (Anti-Money Laundering Act of 2001), RA 10168 (The Terrorism Financing Prevention and Suppression of 2012), Manual of Regulations for Non-Bank Financial Institutions (MORNBF) and other applicable issuances by the Bangko Sentral ng Pilipinas and the Commission on Audit.
Chief Planning Specialist/Risk Specialist	Plantilla	1		12		Makati City		
Junior Auditor	P3 COS	1		11	Php20,754.00 per month	Makati City		
Audit Assistant	P3 COS	1		11				
Administrative Services Officer II	Plantilla/COS	1		9		Makati City		
Department Manager II	COS	1		26		Makati City		
Compliance Risk Assessment & Compliance Officer	P3 COS	1		22		Makati City		
Administrative Assistant	P3 COS	1		18-22		Makati City		
Project Manager	P3 COS	1		10		Makati City		
Project Management Staff	COS	1		26				
IT Security Engineer	COS	1		18-22				
IT Security Engineer	P3 COS	1		26		Makati City		
Senior Analytics Staff/ML Developer	P3 COS	1		22		Makati City		
Analytics Staff/ML Developer	P3 COS	1		22		Makati City		
Senior Web Developer	P3 COS	1		22		Makati City		
Junior Web Developer	P3 COS	1		18		Makati City		
Junior Systems Administrator	P3 COS	1		18		Makati City		
Technical Assistant/IT Project Manager	P3 COS	1		18		Makati City		
Administrative Support Staff	P3 COS	1		12		Makati City		
Junior Analytics Staff	COS	1		18		Makati City		
Junior Systems Analyst	COS	1		18		Makati City		
Group Manger	COS	1		27		Makati City		
Chief Planning Specialist	COS	1		22		Makati City		
Senior Planning Specialist	COS	1		18		Makati City		
Senior Planning Specialist	Plantilla	1		11	Php47,777.00 - Php49,777.00 per	Makati City		
Junior Business Process Specialist	P3 COS	1		11 or 13		Makati City		
Junior Business Process Specialist	P3 COS	1		11 or 13				
Junior Business Process Specialist	P3 COS	1		11 or 13				
Product Development Officer	COS	1		22		Makati City		
Public Relations Officer	COS	1		18		Makati City		

Product Development Officer	Plantilla/COS	1	11	18		Makati City		
Admin Assistant	Agency Hire	1		6				
Chief Accounts Management Specialist	Plantilla	1	12					
Senior Accounts Management Specialist	Plantilla	1	11		Php47,777.00 - Php49,777.00 per			
Accounts Management Analyst II	P3 COS	1		11	Php20,754.00 per month			
Senior Accounts Management Specialist	COS	1		18				
Senior Accounts Management Specialist	COS	1		18				
Accounts Management Analyst II	P3 COS	1		11	Php20,754.00 per month			
Collection Officer	COS	1		13				
Billing and Collection Staff	P3 COS	1		11	Php20,754.00 per month			
Billing and Collection Staff	P3 COS	1		11	Php20,754.00 per month			
Driver	Agency Hire	1		5				
Administrative Officer	P3 COS	1		11	Php20,754.00 per month			
FPA Staff	P3 COS	1		15				
FPA Staff	P3 COS	1		15				
Provincial Coordinator-Kalinga	P3 COS	1		12				
Provincial Coordinator-Bataan	P3 COS	1		12				
Account Officer	P3 COS	1		13				
Provincial Coordinator-Mt. Province	P3 COS	1		12				
Provincial Coordinator-Baguio	P3 COS	1		12				
Provincial Coordinator-Bataan	P3 COS	1		12				
Provincial Coordinator-Isabela	P3 COS	1		12				
Department Manager II	Plantilla/COS	1	13					
Department Manager II	COS	1		26				
Account Officer-wholesale	P3 COS	1		18				
Account Officer-wholesale	P3 COS	1		18				
FPA Staff	P3 COS	1		15				
FPA Staff	P3 COS	1		15				
Account Management Staff	P3 COS	1		12	Php20,754.00 - Php22,938.00 per month	Makati City	Educational Requirement: Graduate of a business-related course Experience: With 0-1 year of relevant experience gained from financing institution Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for	a. Conduct regular monitoring calls on current accounts and call reminders on accounts within curing period; b. Send e-mail requests to borrowers for proof of change in borrower's information, if any; c. Endorse uncontacted accounts to Field Personnel who shall conduct the onsite interview with the borrower; d. Assist in the documentation of Loan Restructuring and PDC Deferment

Technical Staff	P3 COS	1		11	Php20,754.00 per month	Makati City	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With 0-1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	Support the smooth operation of offices by managing tasks such as scheduling, communication, data entry, travel arrangements, and document preparation. They assist executives and teams, prioritize tasks, handle inquiries, and maintain confidentiality. Ensuring organizational efficiency and effective workflow.
Technical Staff	P3 COS	1		11				
Account Assistant	P3 COS	1		11				
Account Assistant	P3 COS	1		11				
Accounts Monitoring Unit (AMU) Staff	P3 COS	1		11				
Accounts Monitoring Unit (AMU) Staff	P3 COS	1		11				
Accounts Monitoring Unit (AMU) Staff	P3 COS	1		11				
Accounts Monitoring Unit (AMU) Staff	P3 COS	1		11				
Billing and Collection Staff	P3 COS	1		11				
Billing and Collection Staff	P3 COS	1		11				
Billing and Collection Staff	P3 COS	1		11	Php20,754.00 per month	Makati City	<p>Educational Requirement: Preferably graduate of Banking and Finance, Accountancy or any business-related course</p> <p>Experience: Preferably with experience in credit administration gained in financial institution</p>	<ol style="list-style-type: none"> 1. Prepare statement of account of borrowers; 2. Responsible for the monitoring and application of payments of borrowers; 3. Prepare and send Notice of Bounced Checks to borrowers; 4. Ensure timely and accurate posting of collections in the database; 5. Perform all other related functions that may be assigned from time to time.
Billing and Collection Staff	P3 COS	1		11	Php20,754.00 per month	Makati City	<p>Educational Requirement: Preferably graduate of Banking and Finance, Accountancy or any business-related course</p> <p>Experience: Preferably with experience in credit administration gained in financial institution</p>	<ol style="list-style-type: none"> 1. Prepare statement of account of borrowers; 2. Responsible for the monitoring and application of payments of borrowers; 3. Prepare and send Notice of Bounced Checks to borrowers; 4. Ensure timely and accurate posting of collections in the database; 5. Perform all other related functions that may be assigned from time to time.
Administrative Assistant	P3 COS	1		10				
Assistant Cashier	P3 COS	1		11	Php20,754.00 per month	Makati City	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With 0-1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	Ensure that financial transactions are processed accurately and efficiently, provide excellent customer service, and maintain accurate records of financial transactions. Comply with all applicable laws, regulations, and company policies to ensure the integrity of financial transactions.

Provincial Coordinator - NCR 2nd District	P3 COS	1		11	Php22,938.00 per month	Makati City	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With at least 1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.
Provincial Coordinator-Batangas	P3 COS	1		11	Php22,938.00 per month	Batangas	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With at least 1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.
Provincial Coordinator-Rizal	P3 COS	1		11	Php22,938.00 per month	Rizal	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With at least 1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.

Provincial Coordinator-Oriental Mindoro	P3 COS	1		11	Php22,938.00 per month	Oriental	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With at least 1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.
Provincial Coordinator-Palawan	P3 COS	1		11	Php22,938.00 per month	Palawan	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With at least 1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.
Provincial Coordinator-Palawan	P3 COS	1		11	Php22,938.00 per month	Palawan	<p>Educational Requirement: Graduate of a business-related course</p> <p>Experience: With at least 1 year of relevant experience gained from financing institution</p> <p>Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.

Provincial Coordinator-Catanduanes	P3 COS	1	11	Php22,938.00 per month	Catanduanes	<p>Educational Requirement: Graduate of a business-related course Experience: With at least 1 year of relevant experience gained from financing institution Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.
Provincial Coordinator-Masbate	P3 COS	1	11	Php22,938.00 per month	Masbate	<p>Educational Requirement: Graduate of a business-related course Experience: With at least 1 year of relevant experience gained from financing institution Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and
Driver	Agency Hire	1	5	Php11,800.00 - Php12,000.00 per		Educational Requirement: High School Graduate	
Driver	Agency Hire	1	5				
Driver	Agency Hire	1	5				
Provincial Coordinator-Makati	P3 COS	1	12	Php22,938.00 per month	Makati City	<p>Educational Requirement: Graduate of a business-related course Experience: With at least 1 year of relevant experience gained from financing institution Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.

Provincial Coordinator-Palawan	P3 COS	1		12	Php22,938.00 per month	Palawan	<p>Educational Requirement: Graduate of a business-related course Experience: With at least 1 year of relevant experience gained from financing institution Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed
Provincial Coordinator-Catanduanes	P3 COS	1		12	Php22,938.00 per month	Catanduanes	<p>Educational Requirement: Graduate of a business-related course Experience: With at least 1 year of relevant experience gained from financing institution Competencies and Other Qualifications: With good communication skills; Proficient in various software applications such as MS Word, Excel and Powerpoint; Resident of or familiar with the area applying for</p>	<ol style="list-style-type: none"> 1. Market related loan programs, which may include conducting briefings or fora to potential clients; 2. Conduct prequalification of MFI requests for accreditation and coordinate completion of requirements; 3. Conduct regular monitoring/validation of MFI's portfolio as compliance to loan covenants; 4. Provide guidance to potential clients and/or borrowers on loan matters including responding to public inquiries regarding the P3 program as well as SBC's regular accounts as may be needed. Elevate to the Program Officer complex inquiries for handling; 5. Assist the Program Officer, and/or Group Head in coordinating with program partners such as DTI and CDI; and 6. Prepare various program reports as may be needed.
Admin Assistant	Agency hire	1		6	Php14,854.00 - Php19,233.00 per month	Makati City	<p>Educational Requirement: Bachelor's degree relevant to the job Minimum Experience /Training Requirements: None Required Minimum Eligibility Requirement: None Required</p>	Support the smooth operation of offices by managing tasks such as scheduling, communication, data entry, travel arrangements, and document preparation. They assist executives and teams, prioritize tasks, handle inquiries, and maintain confidentiality. Ensuring organizational efficiency and effective workflow.
FPA AO	P3 COS	1		15				
FPA AO	P3 COS	1		15				
ARU (AMD) AO	P3 COS	1		15				
Accounts Assistant	P3 COS	1		13				
Assistant Cashier	P3 COS	1		11	Php20,754.00 per month			
Provincial Coordinator - Antique	P3 COS	1		12				
AMU-AMD Staff	P3 COS	1		12				
AMU-AMD Staff	P3 COS	1		12				
Collection Officer	P3 COS	1		11	Php20,754.00 per month			
Collection Officer	P3 COS	1		11	Php20,754.00 per month			
Technical Staff	P3 COS	1		11	Php20,754.00 per month			
Senior Accounts Management Specialist	Plantilla	1	11		Php47,777.00 - Php49,777.00 per			
Provincial Coordinator - Bohol	P3 COS	1		12				
Provincial Coordinator - Bohol	P3 COS	1		12				

Account Assistant	P3 COS	1		11	Php20,754.00 per month		
Senior Accounts Management Specialist	Plantilla	1	11				
Senior Accounts Management Specialist	Plantilla	1	11				
Senior Accounts Management Specialist	Plantilla	1	11				
Accounts Analyst	Plantilla	1	9				
Cashier	COS	1		18			
Account Officer	P3 COS	1		18			
Collection Officer	P3 COS	1		11	Php20,754.00 per month		
Provincial Coordinator-Tandag SDS	P3 COS	1		12			
Provincial Coordinator-Sultan Kudarat	P3 COS	1		12			
Provincial Coordinator-Marawi LDS	P3 COS	1		12			
Provincial Coordinator-Gingoog MO	P3 COS	1		12			
Provincial Coordinator-Davao DdS	P3 COS	1		12			
Provincial Coordinator-BARMM	P3 COS	1		12			
Billing and Collection Staff	P3 COS	1		11	Php20,754.00 per month		
Technical Staff	P3 COS	1		11	Php20,754.00 per month		
Driver	Agency Hire	1		5			
Provincial Coordinator-Dinagat Islands	P3 COS	1		12			
Provincial Coordinator-Siargao SDN	P3 COS	1		12			
Provincial Coordinator-Saranggani	P3 COS	1		12			
CRMU Junior Officer	P3 COS	1		11			
Company Nurse/Training Assistant	P3 COS	1		18			
Timekeeping Assistant	P3 COS	1		11			
Recruitment Assistant	P3 COS	1		11	Php20,754.00 per month		
Administrative Assistant	COS	1		11	Php20,754.00 per month		
Administrative Services Officer II-NLG	P3 COS	1		13			
Administrative Services Officer II-SLG 1	P3 COS	1		13			
Administrative Services Officer II-SLG 2	P3 COS	1		13			
Administrative Services Officer II-VG	P3 COS	1		13			
Administrative Services Officer II-MG	P3 COS	1		13			
Compliance Officer/Collateral	P3 COS	1		18			
Compliance Officer/Collateral	P3 COS	1		18			
Compliance Officer/Collateral	P3 COS	1		18			
Compliance Officer/Collateral	P3 COS	1		18			
Compliance Officer/Collateral	P3 COS	1		18			
Department Manager II	COS	1		26			
ROPA Admin Officer	P3 COS	1		13			
ROPA Admin Officer	P3 COS	1		13			
ROPA Admin Officer	P3 COS	1		13			
ROPA Admin Officer	P3 COS	1		13			
ROPA Admin Officer	P3 COS	1		13			
Admin Assistant	Agency Hire	1		6			
CSA/CI Staff	Agency hire	1		6	Php14,854.00 - Php19,233.00 per		

CSA/CI Staff	Agency hire	1		6	Php14,854.00 - Php19,233.00 per		
CSA/CI Staff	Agency hire	1		6	Php14,854.00 - Php19,233.00 per		
BIA Staff	Agency hire	1		6	Php14,854.00 - Php19,233.00 per		
BIA Staff	Agency hire	1		6	Php14,854.00 - Php19,233.00 per		
CI/Appraiser	P3 COS	1		18			
LRT Staff	Agency hire	1		6	Php14,854.00 - Php19,233.00 per		