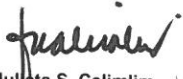


Republic of the Philippines
Small Business Guarantee and Finance Corporation
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position/s, which is/are authorized to be filled, at the Small Business Guarantee and Finance Corporation in the CSC website:


Juleta S. Calimlim
Group Manager
10 January 2025

Date:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Corporate Executive Officer III	190-P3-A0-VG	12	80,796.00	Bachelor's degree relevant to the job	At least 32 hours of relevant training	At least 6 years of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Developing Others 4. Influencing 5. Analytical Thinking 6. Managing Risks 7. Pathfinding Business Solutions 8. Planning and Organizing 9. Results Orientation 10. Controlling and Monitoring 11. Decision Making 12. Enterprise Models 13. Entrepreneurial Accounting/Cost Management	NCR
2	Corporate Executive Officer III	260-P3-PAMS-ASG	12	80,796.00	Bachelor's degree relevant to the job	At least 32 hours of relevant training	At least 6 years of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Developing Others 4. Influencing 5. Analytical Thinking 6. Managing Risks 7. Pathfinding Business Solutions 8. Planning and Organizing 9. Results Orientation 10. Controlling and Monitoring 11. Decision Making 12. Enterprise Models 13. Entrepreneurial Accounting/Cost Management	NCR
3	Administrative Services Officer II	019-S1-ASA-OCCEO	9	32,519	Bachelor's degree relevant to the job	At least 8 hours of relevant training	At least 1 year of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Analytical Thinking 4. Managing Risks 5. Planning and Organizing 6. Results Orientation 7. Enterprise Models 8. Entrepreneurial Accounting/Cost Management	NCR
4	Accounts Management Analyst II	091-S1-AMA-CRMG	9	32,519	Bachelor's degree relevant to the job	At least 8 hours of relevant training	At least 1 year of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Analytical Thinking 4. Managing Risks 5. Planning and Organizing 6. Results Orientation 7. Enterprise Models 8. Entrepreneurial Accounting/Cost Management	NCR

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Accounts Management Analyst II	134-S1-AA-NLG	9	32,519	Bachelor's degree relevant to the job	At least 8 hours of relevant training	At least 1 year of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Analytical Thinking 4. Managing Risks 5. Planning and Organizing 6. Results Orientation 7. Enterprise Models 8. Entrepreneurial Accounting/Cost Management	Northern Luzon
6	Investment Analyst II	239-S1-CFA-FSMG	9	32,519	Bachelor's degree relevant to the job	At least 8 hours of relevant training	At least 1 year of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Analytical Thinking 4. Managing Risks 5. Planning and Organizing 6. Results Orientation 7. Enterprise Models 8. Entrepreneurial Accounting/Cost Management	NCR
7	Information Systems Analyst I	059-S1-ITA-PTG	8	28,024	Bachelor's degree relevant to the job	At least 8 hours of relevant training	At least 1 year of relevant experience	CS (Professional) 2nd Level Eligibility	1. Client Focus 2. Working with Others 3. Analytical Thinking 4. Managing Risks 5. Planning and Organizing 6. Results Orientation 7. Enterprise Models 8. Entrepreneurial Accounting/Cost Management	NCR

---nothing follows---

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 20-January-2025**

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:

April Eve Ivy P. Ufana
HR Management Officer III
17F 139 Corporate Center, Valero St., Salcedo,
Village, Makati City
aufana@sbcorp.gov.ph