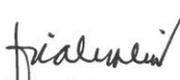


Republic of the Philippines
Small Business Guarantee and Finance Corporation
Request for Publication of Vacant Positions

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:


Julieta S. Calimlim
Group Manager

Date:

03-July-2025

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	Department Manager II	072-M2-DH-FCBS	13	103,755.00	Master's Degree* or Certificate in Leadership and Management from the CSC *A Third Level Eligibility is also sufficient for permanent appointment (CSC MC No. 14, s. 2006 and CSC MC No. 05, s. 2016).	At least 120 hours of supervisory/management learning and development intervention	At least 5 years of supervisory/management 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	Chief Accounts Management Specialist	180-P2-A0-VG	12	80,796.00	Bachelor's degree relevant to the job	At least 24 hours of relevant training	At least 4 years 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	Visayas
3	Chief Accounts Management Specialist	184-P2-A0-VG	12	80,796.00	Bachelor's degree relevant to the job	At least 24 hours of relevant training	At least 4 years 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	Visayas
4	Internal Auditor III	012-P1-IA0-IAG	11	47,777.00	Bachelor's degree relevant to the job	At least 16 hours of relevant training	At least 3 years of relevant experience	CS (Professional) 2nd Level Eligibility Preferred QS: RA 1080 (Certified Public Accountant)	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
5	Administrative Services Officer IV	018-S2-ASO-OCCEO	11	47,777.00	Bachelor's degree relevant to the job	At least 16 hours of relevant training	At least 3 years of relevant experience Preferred QS: At least 3 years of relevant experience in providing executive, administrative, or technical support directly to a President/CEO or top management office.	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)	
6	Senior Accounts Management Specialist	105-P1-CDO-MDVCG	11	47,777.00	Bachelor's degree relevant to the job	At least 16 hours of relevant training	At least 3 years 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	Senior Investments Specialist	237-P1-CFS-FSMG	11	47,777.00	Bachelor's degree relevant to the job	At least 16 hours of relevant training	At least 3 years 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
8	Senior Financial Specialist	249-S2-FSO-CG	11	47,777.00	Bachelor's degree relevant to the job	At least 16 hours of relevant training	At least 3 years 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
9	Senior Financial Specialist	255-S2-FSO-CG	11	47,777.00	Bachelor's degree relevant to the job	At least 16 hours of relevant training	At least 3 years of relevant experience	CS (Professional) 2nd Level Eligibility Preferred QS: RA 1080 (Certified Public Accountant)	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** 14-July-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