

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 in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the SMALL BUSINESS GUARANTEE AND FINANCE CORPORATION:

JULIETA S. CALIMLIM  
Group Manager

Date: 20 August 2025

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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Department Manager II	123-M2-DH- NLG	13	103,755.00	Master's Degree* or Certificate in Leadership and Management from the CSC  <i>*A Third Level Eligibility is also sufficient for permanent appointment (CSC MC No. 14, s. 2006 and CSC MC No. 05, s. 2016).</i>	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	Northern Luzon
2	Department Manager II	149-M2-DH- SLG	13	103,755.00	Master's Degree* or Certificate in Leadership and Management from the CSC  <i>*A Third Level Eligibility is also sufficient for permanent appointment (CSC MC No. 14, s. 2006 and CSC MC No. 05, s. 2016).</i>	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

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than 01 September 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.  
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

JULIETA S. CALIMLIM  
Group Manager  
17F 139 Corporate Center, Valero St.,  
Salcedo, Village, Makati City  
0918-603-0247/aufana@sbcorp.gov.ph  
(Active Telephone/Mobile Number and Email Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

**Duties and Responsibilities:**

<p><b>1 Department Manager II (JG 13)</b></p> <p><b>Item No.: 123-M2-DH-NLG</b></p> <p><b>Assignment: Northern Luzon</b></p>	<p><b>Key Functional Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Review and finalize appraisal and credit investigation/validation reports, including background investigation, assets checking, rental and lease surveys, real estate registration, and other related functions.</li> <li>2. Oversee the timely conduct of post release validation activities including loan collection.</li> <li>3. Schedule the day-to-day and weekly credit marketing, investigation, appraisal, validation, processing and packaging activities.</li> <li>4. Represent the Group Head in fora, meetings and conferences with various sectors on pertinent concerns.</li> <li>5. Provide inputs to the management on the development of plans, policies, guidelines and standards on credit guarantee and wholesale lending.</li> <li>6. Participate in activities of pertinent committees of the Corporation.</li> <li>7. Perform other related functions as may be directed.</li> </ol> <p><b>Key Management Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Manage by providing leadership, directing the activities and efforts of the Department, and managing people, processes and other resources to ensure that the Department meets its goals and objectives.</li> <li>2. Develop employees by providing periodic performance evaluations, performance feedback, coaching, training, and other developmental opportunities.</li> <li>3. Remove barriers to performance by identifying issues that are preventing work from getting done. Remove any obstacles or impediments to its success. Get involved with problems or issues that cannot be resolved at lower levels. Investigate and resolve questions or requests which are difficult or unusually complex, or are of significant strategic value to the Corporation.</li> <li>4. Identify internal and external customer needs. Collaborate with other groups and departments of the Corporation to facilitate actions/decisions and ensure needs of the Department are being addressed.</li> <li>5. Perform other related functions as may be assigned.</li> </ol>
<p><b>2 Department Manager II (JG 13)</b></p> <p><b>Item No.: 149-M2-DH-SLG</b></p> <p><b>Assignment: NCR</b></p>	<p><b>Key Functional Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Review and finalize appraisal and credit investigation/validation reports, including background investigation, assets checking, rental and lease surveys, real estate registration, and other related functions.</li> <li>2. Oversee the timely conduct of post release validation activities including loan collection.</li> <li>3. Schedule the day-to-day and weekly credit marketing, investigation, appraisal, validation, processing and packaging activities.</li> <li>4. Represent the Group Head in fora, meetings and conferences with various sectors on pertinent concerns.</li> <li>5. Provide inputs to the management on the development of plans, policies, guidelines and standards on credit guarantee and wholesale lending.</li> <li>6. Participate in activities of pertinent committees of the Corporation.</li> <li>7. Perform other related functions as may be directed.</li> </ol> <p><b>Key Management Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Manage by providing leadership, directing the activities and efforts of the Department, and managing people, processes and other resources to ensure that the Department meets its goals and objectives.</li> <li>2. Develop employees by providing periodic performance evaluations, performance feedback, coaching, training, and other developmental opportunities.</li> <li>3. Remove barriers to performance by identifying issues that are preventing work from getting done. Remove any obstacles or impediments to its success. Get involved with problems or issues that cannot be resolved at lower levels. Investigate and resolve questions or requests which are difficult or unusually complex, or are of significant strategic value to the Corporation.</li> <li>4. Identify internal and external customer needs. Collaborate with other groups and departments of the Corporation to facilitate actions/decisions and ensure needs of the Department are being addressed.</li> <li>5. Perform other related functions as may be assigned.</li> </ol>