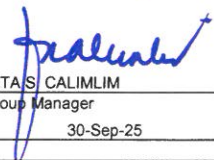


Republic of the Philippines
SMALL BUSINESS GUARANTEE AND FINANCE CORPORATION
Request for Publication of Vacant Positions

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: 30-Sep-25

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	Chief Financial Specialist	254-S3-FSO-CG	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	NCR
2	Accountant III	142-S2-ACCT-SLG	11	47,777	Bachelor's Degree in Commerce/ Business Administration, Major in Accounting	At least 16 hours of relevant training	At least 3 years of relevant experience	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
3	Senior Accounts Management Specialist	215-P1-AO-MG	11	47,777	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	Mindanao

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 10-Oct-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:

1	<p>Chief Financial Specialist</p> <p>Item No.: 254-S3-FSO-CG</p>	<ol style="list-style-type: none"> 1. Responsible in the preparation and submission of periodic management reports in budget utilization and monitoring including cost analysis. 2. Maintenance and updated expense ledger for all groups. 3. Process requests for budget additions and realignments. 4. Oversee the computation and timely remittance of statutory contributions which includes employer and employee contributions for GSIS, HDMH, PHIC, BIR, SEPF and SEI, among others. 5. Maintains updated and orderly documentation of all remittances for future audit references. 6. Oversee the reconciliation of remittance accounts and payments to relevant government agencies and coordinates with Accounting and Payroll teams to ensure accurate withholding and remittance of employee-related taxes and contributions. 7. Ensure timely and accurate preparation and submission of regulatory requirements to relevant government agencies which include, among others, BSP, GCG, DOF, BTr, PSA and DBM. 8. Monitor changes/updates in regulations and relative laws and assess their impact on the Corporation. 9. Maintains updated and organized documentation of regulatory compliances for future audit references. 10. Prepares annual tax return and compliance for submission to BIR and provision of employees W-2 forms. 11. Spearhead coordination with BIR tax examiners and tax consultants, if any, during tax audits and assessments. 12. Performs other related duties as may be assigned from time to time.
2	<p>Accountant III</p> <p>Item No.: 142-S2-ACCT-SLG</p>	<ol style="list-style-type: none"> 1. Custodian of branch reports and records. 2. Daily recording of transactions (expenses, assets acquisitions, loan releases, loan reclassification, loan repayments, fund transfers, deposits, and withdrawals, etc.) 3. Monthly reconciliation of bank accounts. 4. Preparation of Disbursement Vouchers (DVs) with supporting documents. Determine the accuracy and validity of loan approvals, releases and claims. 5. Prepare, consolidate and maintain accounting books and financial records on regional transactions. 6. Prepare and submit timely periodic accounting reports and documents to the Controllership Group. 7. Provide analytical information to the Group Head on the financial operations of the Group. 8. Coordinate tasks, where necessary, with other departments and groups in the Corporation and/or external groups and institutions. 9. Perform other related functions as may be directed.
3	<p>Senior Accounts Management Specialist</p> <p>Item No.: 215-P1-AO-MG</p>	<ol style="list-style-type: none"> 1. Issue Official Receipts (ORs) for all payments made in favor of SB Corp for the Corporate and P3 Fund, including but not limited to Post-Dated Checks (PDCs) deposited on due date; 2. Act as custodian of PDCs issued by SB Corp borrowers/clients as payments of their loan obligation and deposit the same on due date; 3. Deposit all collections received by SB Corp to its depository bank. Collections received after bank's cut-off time shall immediately be deposited on the next banking day; 4. Provide cash management reports such as but not limited to Cash Disbursement, Cash Receipts, Returned Checks and PDC inventory on a monthly basis; 5. Monitor and prepare memorandum on returned/dishonored checks including tagging in the oracle system; 6. Seek approval from the Treasury Manager on matters concerning cash transactions and other forms of payments made by SB Corp borrower-clients which are not within their authority; 7. Issue checks/s, Credit/Debit Advice to duly signed/approved Disbursement Voucher (DV)/Loan Disbursement Sheet (LDS)/Internal Fund Transfer (IFT) Form and release the same to SB Corp internal or external client/s on a timely manner and ensure receipt of the corresponding OR, if necessary; 8. Act as Petty Cash Fund Custodian; 9. Act as Custodian of unused Official Receipts (ORs), prepare and submit the corresponding report on Accountable Forms without Money Value, and 10. Perform other functions that may be assigned.