CS Form No. 9
Revised 2025

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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: 23-Oct-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	Group Manager	004-M3-CCO-OCCO	14	132,247.00	Master's Degree* or Certificate in Leadership and Management from the CSC **A Third Level Eligiblity 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 Preferred QS: RA 1080 (Bar)	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 14. Strategic Business Insight 15. Strategic Management	NCR
2	Department Manager II	240-M2-DH-FSMG	13	103,755.00	Master's Degree* or Certificate in Leadership and Management from the CSC **A Third Level Eligiblity 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

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					Education	Training	Experience	Eligibility	*Competency / Area of Specialization/ Residency Requirement* (if applicable)	
3	Senior Planning Specialist	030-P1-PPS-SPCO	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
4	Public Relations Officer III	034-P1-CRO-SPCO	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
5	Senior Accounts Management Specialist	075-P1-AMS-FCBS	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
6	Administrative Services Officer II	006-S1-ASA-OCCO	9	32,519.00	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

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7	Administrative Services Officer II	268-S1-ASA-ASG	9	32,519.00	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

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 03-November-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.

	Position	Item No.	Job Grade	Assignment	Duties
1	Group Manager	004-M3-CCO-OCCO	14	NCR	**Key Functional Responsibilities:** 1.Establish and recommend for Board's approval the implementation of a compliance policy and system. Oversee and coordinate its implementation, including the identification, monitoring and controlling of compliance risks. 2.Develop, for consideration of the Board, a compliance program, defining among others the scope and coverage of the program, the working relationships and communication arrangements among units, officers and staff, and regular monitoring and evaluation requirements. 3.Identify and assess compliance risks and issues, provide training to management and staff on their roles and responsibilities in pursuing corporate governance. 4.Coordinate and consult with pertinent organizational units on identifying relevant laws, rules and regulations, on determining financing, enterprise, credit and market risks, and on results of operational and financial audits of the Corporation as primary considerations in compliance assessment and monitoring. 5.Identify, document and assess compliance risks associated with the programs, projects and activities of the Corporation. Review the Corporation's compliance policies, guidelines and procedures. Recommend measures to modify or improve weak areas. Provide advice and guidance on appropriate implementation of relevant laws, rules, regulations, policies, standards and procedures. 6.Monitor the effectiveness of the compliance system and program of the Corporation. Conduct spot checks. Conduct investigations. Make enquiries on deficiencies and/or breaches. Report to the Board on a regular basis the findings of compliance risk assessments, and make recommendations for appropriate corrective measures. 7.Perform other related functions as may be directed by the Board. **Key Management Responsibilities:** 1.Manage by providing leadership, directing the activities and efforts of the Office, and managing people, processes and other resources to ensure that the Office meets its goals and objectives. 2.Develop employees by providing periodic performance evaluation, performance feedback, coaching, training and other developmental opportunities. 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. 4.Identify internal and external customer needs. Collaborate with other groups and departments in the Corporation to facilitate actions/decisions and ensure needs of the Office are being addressed. 5.Recruit and train personnel for the Office. 6.Perform other related functions as may be assigned.
2	Department Manager II	240-M2-DH-FSMG	13	NCR	1. Formulate and update, as may be necessary, the Corporation's ISSP and ISP for approval of the Board and Senior Management; Implement and manage the ISSP and ISP; 2. Coordinate and work with business process owners and executives across different units to ensure that information security requirements support SB Corporation's business needs and security systems and processes are functioning as intended; 3. Enforce compliance with the ISP and the corresponding policies, guidelines, standards and procedures across the organization and conduct security awareness and training programs catered to different sets of stakeholders; 4. Educate, inform and report to the Board and Senior Management relevant information, security issues and concerns; 5. Prepare business cases for certain security control technologies, products, and arrangements for Board and Senior Management's approval; 6. Ensure that security controls and processes are embedded throughout the lifecycle of information, systems, applications, products and services; 7. Assist in the effective implementation of information security incident response plan; 8. Assist in ensuring regulatory compliance; and 9. Perform other related functions as may be assigned.

	Position	Item No.	Job Grade	Assignment	Duties
3	Senior Planning Specialist	030-P1-PPS-SPCO	11	NCR	1.Develop, recommend and maintain risk management policies, systems and procedures to manage, identify, and analysis of enterprise, market, credit and operational risks, their implications and related information and monitor their application in financing delivery and enterprise support services; 2.Analyze and measure the exposure to various types of risks that could potentially threaten the assets, earning capacity or economic status of SB Corp. Undertake environmental scanning, prepare industry profiles and employ risk analysis methodologies to determine the likelihood of different scenarios and their potential impact which involve gathering data, validation and analyzing the outputs and provide recommendation to the CRO; 3.Development and implementation of risk management strategies based on risk assessment and establishing protocols to mitigate identified risks, creating effective response plans for various risk scenarios, and continuously monitoring these strategies for effectiveness; 4.Provide technical assistance and assist in training officers and staff on the requirements for an effective implementation of a risk management system, and on the respective responsibilities of all concerned in undertaking risk management programs; 5.Develop and maintain appropriate benchmarks and standards for financing applications. Ensure that standards and guidelines are adequately enforced; 6.Work collaboratively with other groups/departments/units within the corporation and/or with external groups and institutions to align risk management strategies with the corporation's overall goals and operational objectives; 7.Preparation of regular reports to the CRO; 8.Carry out special studies, assignments and perform other related functions, as necessary, for the effective performance of the functions of the group.
4	Public Relations Officer III	034-P1-CRO-SPCO	11	NCR	Under general supervision: 1.Create content for press releases, byline articles and keynote presentations as well as speeches of top executives as needed for public exposure. 2.Support in formulating and implementing integrated and coordinated public information and communications plans, policies, guidelines and procedures for the Corporation. 3.Support all activities performed under internal and external communications and communications strategy and events management. 4.Provide necessary support to the execution of all Corporate Communications Office functions. 5.Assist during corporate events and client-oriented initiatives, promotional activities, creative services and advocacy like different fora and media briefing on the Corporation's products, programs, performance and other concerns. 6.Support in liaising with pertinent key sectors and groups, both internal and external on corporate advocacies and communications initiatives. 7.Monitor the appropriate application of specifications and standards for corporate communications (Manual of Style) and logo. 8.Assist in the management of contracts for outsourced activities on advocacy, communications and external affairs. 9.Provide timely input and recommendations on operational efficiency and effectiveness. 10.Perform other related functions as may be assigned.
5	Senior Accounts Management Specialist	075-P1-AMS-FCBS	11	NCR	1.Undertake product and program marketing; 2.Provide loan counselling to pre-qualified loan applicants and/or conduct pre-qualifications; 3.Conduct credit evaluation and packaging; 4.Generate assigned targets in terms of number of active borrowers and of earning portfolio; 5.Provide guidance to borrowers on loan matters as the case maybe; 6.Provide assistance to Senior Account Officers in validation and/or in organizing information on the borrower for proper account review and/or relative to other monitoring measures, i.e. validation of Sales among others, FS data encoding and/or securing of account status as assigned by the immediate supervisor; and 7.Perform all other related functions that may be assigned from time to time by the immediate supervisor.
6	Administrative Services Officer II	006-S1-ASA-OCCO	9	NCR	1.Provide routine secretarial and clerical support and administrative assistance to the Office. Type correspondence, prepare personnel paperwork, receive and respond to incoming calls. 2.Receive and sort mails, receive electronics correspondence, and organize and maintain up-to-date files, records and documents. 3.Prepare and process necessary documents and reports on financial and administrative requirements of the Office, including those on requisitions, disbursements and claims and personnel administration like attendance and payroll. 4.As directed, conduct research, disseminate information and, liaise with internal and external organizations and individuals in accomplishing assigned tasks. 5.Perform other related functions as may be assigned.

	Position	Item No.	Job Grade	Assignment	Duties
7	Administrative Services Officer II	268-S1-ASA-ASG	9	NCR	1.Assist higher level staff in undertaking general administrative services functions, ensuring that policies, guidelines and procedures are properly met in acquisition and distribution of supplies, provision of transportation, reproduction courier and security services, upkeep of premises, records management, inventory and maintenance of property including acquired assets, and other related functions. 2.Aid in administrative management activities, including custodianship, inventory, recording and documentation, upkeep, disposal, and other related activities. 3.Assist in the preparation of terms of references, bid documents/proposals, purchase orders, abstract of canvass, quotations and related documents on outsourcing of general administrative services. Assist the Bids and Awards Committee in the bidding process for outsourced general support services. 4.Support in monitoring and ensuring the insurance coverage of service vehicles, leasehold improvements and buildings under the Corporation's lease-purchase plan. 5.Assist in the preparation of annual inventory of all property of the Corporation, and in the preparation of property tags and memorandum receipts to be signed by accountable employees. Reconcile records with the Controllership Group. 6.Assist in the facilitation of repair and maintenance of all items. 7.Support in undertaking monthly inventory of office supplies and in reviewing the monthly consumption report as basis for the purchase of supplies and materials. Assist in processing purchases, payments and deliveries of supplies, including their distribution to different groups and departments. 8.Coordinate tasks, where necessary, with other departments and groups in the Corporation and/or with external groups and institutions. 9.Perform other related functions as may be assigned.