

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
JULIETA S. CALIMLIM
 Group Manager

Date: **24 November 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	Corporate Executive Officer IV	008-P4-IAO-IAG	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 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	Department Manager II (Accounting Department)	246-M2-DH-CG	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 40 hours of CPE for Accountants or technical training on Accountancy and at least 80 hours of management training or learning and development interventions	At least 5 years of supervisory/ management experience	CS (Professional) 2nd Level Eligibility Preferred QS: RA 1080 (Certified Public Accountant)	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	Senior Accounts Management Specialist	086-P1-AMS-CRMG	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	Northern Luzon

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 04 December 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	Corporate Executive Officer IV	008-P4-IAO-IAG	13	NCR	<p>1.Design and conduct internal audit programs and activities, assessing and ascertaining operational efficiency and effectiveness, reliability of financial reporting, adequacy of measures to deter fraud and waste of property and resources, and compliance with laws, rules and regulations.</p> <p>2.Conduct independent review of the Corporation's operations, including financial, administrative and financing delivery services, to ascertain proper conservation and protection of corporate assets, to determine the integrity and reliability of information and reporting system, and to recommend improvements to optimize the use of corporate resources.</p> <p>3.Evaluate management control deficiencies, determine improvement opportunities, and provide advice and assistance to management on the adoption of appropriate measures to address issues.</p> <p>4.Develop, prepare and implement audit plans and terms of reference, ensuring comprehensiveness and adequacy of coverage.</p> <p>5.Appraise systems and procedures, organizations structures, assets, management practices, financial operations and accounting records and performance standards. Provide Corporation-wide services to support the strengthening of risk management and control activities. Define accountabilities of organizational units and staff.</p> <p>6.Carry out special studies and assignments as necessary inputs to the effective performance of the functions of the Group</p> <p>7.As directed by the Group Manager, may perform supervisory function as team leader or project manager in special and joint undertakings.</p> <p>8.Represent the Group Manager in fora, meetings and conferences with various sectors on the concerns of the Group.</p> <p>9.Assist the Group Manager in reports preparation and integration.</p> <p>10.As may be directed, participate in the activities of pertinent committees of the Corporation.</p>
2	Department Manager II (Accounting Department)	246-M2-DH-CG	13	NCR	<p>Key Functional Responsibilities:</p> <p>1.Assist the Group Head in the formulation and implementation of corporate accounting policies, standards and procedures.</p> <p>2.Assist the Group Head in establishing and maintaining an effective financial management information system and indicators.</p> <p>3.Oversee the corporate accounting operations to ensure proper application, accurate recording and timely submission of financial reports.</p> <p>4.Analyze financial reports and data and prepare consolidated financial statements required under national accounting laws and regulations. Prepare management reports and provide analytical information.</p> <p>5.Direct and supervise the processing, review, evaluation and certification of all disbursement vouchers as to adequacy/availability of funds or budget allotment. Certify liquidation of cash advances.</p> <p>6.Provide technical assistance to other groups and departments to ensure the usefulness of financial information in planning, policy and financial management.</p> <p>7.Plan, direct, organize and supervise the day-to-day operations of the Accounting Department and formulate recommendations to achieve operational efficiency and effectiveness.</p> <p>8.Participate in the activities of pertinent committees of the Corporation.</p> <p>9.Perform other related functions as may be assigned.</p> <p>Key Management Responsibilities:</p> <p>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.</p> <p>2.Develop employees by providing periodic performance evaluations, performance feedback, coaching, training and other developmental opportunities.</p> <p>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.</p> <p>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.</p> <p>5.Perform other related functions as may be assigned.</p>
3	Senior Accounts Management Specialist	086-P1-AMS-CRMG	11	Northern Luzon	<p>a. Perform end-to-end credit standing assessment process (NFIS report generation to credit investigation report preparation;</p> <p>b. Call borrowers with for settlement issues/status and conduct reviews of submitted settlement documents for all applications under Rise-UP and other retail loan facilities;</p> <p>c. Conduct background and credit check (negative file checking, credit checking, among others on wholesale and retail loan applications;</p> <p>d. Update the CI reports and/or re-NFIS as requested by BIA/LRT/FPA;</p> <p>e. Prepare and submit CI reports to the handling Account Officer (AO) to support loan <input type="checkbox"/> application review and recommendations;</p> <p>f. Conduct ocular inspection of real and other corporate properties and prepare the prescribed Appraisal Reports;</p> <p>g. Comply with the daily target output and standard turn-around-time (TAT) of the appraisal and CI functions; and</p> <p>h. Perform all other related functions that may be assigned from time to time.</p>