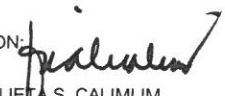


Republic of the Philippines
SMALL BUSINESS GUARANTEE AND FINANCE CORPORATION
Request for Publication of Vacant Positions

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: 12-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	082-P4-AMS- CRMG	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	Chief Planning Specialist	029-P2-PPS- SPCO	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
1	Internal Auditor IV	010-P2-IAO- IAG	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

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 24-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

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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	082-P4-AMS-CRMG	13	NCR	<ol style="list-style-type: none"> 1. Formulate, recommend, and update policies, guidelines, and standards governing credit support operations and asset recovery activities. 2. Exercise direct supervision over CSARG's day-to-day operations, including field personnel, ensuring alignment with performance targets and compliance requirements. 3. Identify and remove obstacles that hinder team performance, resolve complex operational issues, and manage strategic concerns that impact group/team output. 4. Proactively identify internal and external customer needs and collaborate with cross-functional teams to ensure CSARG's requirements are addressed efficiently. 5. Oversee and monitor the performance of Credit Support Teams, ensuring timely completion of deliverables for: <ul style="list-style-type: none"> -Borrower's Information Assessments/Document Verification -Credit Standing Assessments/CI and Appraisal -Loan Releasing Operations 6. Supervise asset recovery initiatives, ensuring achievement of targets in the following areas: <ul style="list-style-type: none"> -Management and disposal of Real and Other Properties Acquired (ROPA) -Collections through Accredited Collection Agencies -Write-off processing/documentation for non-performing loans 7. Ensure timely procurement and effective engagement of third-party service providers, including: <ul style="list-style-type: none"> -Appraisal companies (for ROPA properties valued above PHP 2.0 million and collateral properties requiring third-party appraisal, based on existing policies and procedures) -Real estate brokers (for disposal of ROPA assets) -Collection agencies (for past due accounts endorsed by Regional Lending Groups and Legal units) 8. Provide guidance, mentoring, and support to team leaders, supervisors, and staff to ensure performance, accountability, and continuous improvement. 9. Assist in recruitment activities for CSARG to ensure appropriate staffing levels and alignment with organizational needs. 10. Perform other related functions or special assignments as may be directed by CSARG Head and/or Management.
2	Chief Planning Specialist	029-P2-PPS-SPCO	12	NCR	<ol style="list-style-type: none"> a.Ensures that risks to an online system developed and under development are fully addressed that requires an integration of a robust Risk Management Process into the entire SBCorp's Software Development Life Cycle (SSDLC). b.Conducts a formal Architecture Review of the financing application systems to handle expected load or volume and to implement load and stress testing early in the development cycle. c.Enforces Code Standards and mandatory, structured Peer Code Reviews by using Static Code Analysis tools to find common vulnerabilities and bad practices automatically. d.Develops a detailed Rollback Plan to revert to the previous working version quickly by using Staging/Pre-Production environments that mirror the live environment for final testing.
3	Internal Auditor IV	010-P2-IAO-IAG	12	NCR	<ol style="list-style-type: none"> 1. Assist in the development of the annual internal audit plan based on risk assessments and business priorities. 2. Lead or participate in the pre-audit risk assessments of assigned areas, particularly within lending operations, credit administration, and corporate support. 3. 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. 4. Evaluate management control deficiencies, determine improvement opportunities and advice and assist high level management on adoption of appropriate measures to address issues. 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. 6. Prepare and present detailed, well-documented audit reports outlining findings, risks implications, and value-adding recommendations. 7. Carry out special studies and assignments as necessary inputs to the effective performance of the functions of the Group 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.