

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:

14-Nov-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	Department Manager II	022-M2-DH-SPCO	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 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
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
Department Manager II	022-M2-DH-SPCO	13	NCR	<p>a. Support the Sector and/or Group Head in the formulation and implementation of policies, guidelines and procedures on the conduct of strategic and corporate planning and development research activities;</p> <p>b. Assist in the development and updating of the Corporation's vision, mission, corporate values, and objectives. Translate relevant national MSME development and policies into corporate and policies, programs and strategies. Prepare operating policies and actions plans and programs. Evaluate trends as inputs to policy and plan development. Provide mechanisms and ensure the participation and contribution of the different organizational units in the Corporation in the planning process;</p> <p>c. Prepare a strategic planning agenda and assist the management in the formulation and application of strategic plans and practices, as well as in the development of guidelines in the formulation of work programs and targets;</p> <p>d. Provide technical assistance to program managers in their development and implementation of their operating plans and programs;</p> <p>e. Assist in the monitoring and evaluation of plan implementation and keep management regularly informed of the status and progress of programs and projects of the Corporation against set targets;</p> <p>f. Organize the conduct of research studies on emerging development initiatives in the financing industry. Prepare policy papers and related materials on MSME development and financing, including case and market studies on potential products and program beneficiaries; and</p> <p>Perform other related functions as may be assigned.</p>