

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: 16-Mar-26

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	001-M3-CBS-OBS	25	(Step 1) 200,505 to (Step 8) 228,481	Master's Degree* or Certificate in Leadership and Management from the CSC  *A Third Level Eligibility 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. Relationship Management 2. Working With Others 3. Critical Thinking 4. Managing Risks 5. Planning and Organizing / Project Management 6. Results Orientation 7. Product and Process Management 8. Technology and Digital Expertise 9. Regulatory Compliance and Policy 10. People Leadership 11. Creative and Innovative Problem Solving 12. Controlling and Monitoring 13. Decision Making	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 26-Mar-26

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	Duties and Responsibilities
1	Group Manager (001-M3-CBS-OBS)	<p>Key Functional Responsibilities:</p> <ol style="list-style-type: none"> <li>1. Undertake fiduciary corporate secretariat duties and responsibilities. Serve as confidant and counselor, especially on corporate governance affairs.</li> <li>2. Provide technical and administrative support to the Board and Board Committees. Organize Board and Board Committees meetings. Handle all administrative and organizational matters, including providing assistance to the Chairman in preparation of Board and Board Committees agenda and in presentation of issues and briefs; providing members of the Board with information needed in decision making; and ensuring that the Board and Board Committees have proper advice and resources in discharging their functions.</li> <li>3. Direct and ensure the conduct and completion of all necessary arrangements for the holding of Board and Board Committees meetings, including the selection of venue, preparation and distribution of agenda, preparation of folios and discussion briefs / documents, and issuance of notices to Board and Board Committees members.</li> <li>4. Serve as official custodian of all records of the Board including stock certificates, shareholder records, minutes book, registry of Directors and shareholders, seal of the Corporation and other books and records.</li> <li>5. Certify Board resolutions and other corporate documents. Issue Secretary's Certificates on resolutions passed and approved by the Board.</li> <li>6. Provide advice on legal matters and corporate governance issues and performance. Assist in addressing corporate conflict. Undertake liaison activities with other agencies or institutions to address Board concerns.</li> <li>7. Perform other related functions as may be directed by the Board, Board Committees, and/or the Chairman..</li> </ol> <p>Key Management Responsibilities:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Develop employees by providing periodic performance evaluation, performance feedback, coaching, training and other developmental opportunities.</li> <li>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.</li> <li>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.</li> <li>5. Recruit and train personnel for the Office.</li> <li>6. Perform other related functions as may be assigned.</li> </ol>