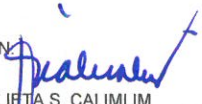


Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: 09-March-2026

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	Senior Accounts Management Specialist	090-P1-AMS- CRMG	18	(Step 1) 64,896 to (Step 8) 69,830	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. 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	Visayas

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 19-March-2026

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.

	<b>Position</b>	<b>Duties</b>
1	Senior Accounts Management Specialist	<ul style="list-style-type: none"> <li>a. Perform end-to-end credit standing assessment process (NFIS report generation to credit investigation report preparation;</li> <li>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;</li> <li>c. Conduct background and credit check (negative file checking, credit checking, among others on wholesale and retail loan applications;</li> <li>d. Update the CI reports and/or re-NFIS as requested by BIA/LRT/FPA;</li> <li>e. Prepare and submit CI reports to the handling Account Officer (AO) to support loan application review and recommendations;</li> <li>f. Conduct ocular inspection of real and other corporate properties and prepare the prescribed Appraisal Reports;</li> <li>g. Comply with the daily target output and standard turn-around-time (TAT) of the appraisal and CI functions; and</li> <li>h. Perform all other related functions that may be assigned from time to time.</li> </ul>