

**Home Guaranty Corporation**  
**Notice of Vacant Positions**  
**As of July 23, 2018**  
**(Executive/Managerial Positions)**

No.	Position Title	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience (Years of Relevant Experience)	Eligibility	Competency (if applicable)	
1	Executive Vice President ( <i>Anticipated Vacancy</i> ), Office of the President	7	29	Php128,467.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	5 Years of supervisory experience/ management experience	Career Service Professional/2nd Level Eligibility		HGC Office
2	Vice President, Corporate Services Group	93	27	Php102,910.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	5 Years of supervisory experience/ management experience	Career Service Professional/2nd Level Eligibility		HGC Office

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3	Department Manager III, Risk Management and Guaranty Claims Department	63	26	Php92,108.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	5 Years of supervisory experience/ management experience	Career Service Professional/2nd Level Eligibility		HGC Office

Interested applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **August 7, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**CORAZON G. CORPUZ**

Officer-In-Charge

Home Guaranty Corporation

335 Sen. Gil Puyat Ave.,

Makati City

[careers@hgc.gov.ph](mailto:careers@hgc.gov.ph)

- **APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**
- **ONLY APPLICATIONS RECEIVED WITHIN THREE (3) MONTHS PRIOR TO THIS PUBLICATION UP TO AUGUST 7, 2018 SHALL BE ENTERTAINED. LACKING DOCUMENTS IN SAID APPLICATIONS MUST BE SUBMITTED UNTIL AUGUST 7, 2018**