

Home Guaranty Corporation
Notice of Vacant Positions
(First Level and Second Level Rank-and-File Positions)
As of July 23, 2018

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	Corporate Attorney IV, Legal Services Department	40	23	Php65,604.00	Bachelor of Laws (Preferably with at least 18 MA units in related course/s)	40 Hours	• Area of Specialization: 3 Years	Professional/2nd Level Eligibility/ R.A. 1080		HGC Office
2	Chief Planning Specialist, Corporate Planning Department	18	22	Php58,717.00	Bachelor's Degree in Economics/ Industrial Engineering/ Urban Planning or other related courses (Preferably with at least 18 MA units in related course/s)	30 Hours	• Area of Specialization: 3 Years • Managerial Supervisory: 2 Years	Professional/2nd Level Eligibility		HGC Office

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3	Supervising Planning Specialist, Corporate Planning Department	19	20	Php47,037.00	Bachelor's Degree in Economics/ Industrial Engineering/ Urban Planning or other related courses (Preferably with at least 18 MA units in related course/s)	16 Hours	• Area of Specialization: 3 Years	Professional/2nd Level Eligibility		HGC Office
4	Supervising Credit Guaranty Specialist, Business Development and Accounts Evaluation Department	48	20	Php47,037.00	Bachelor's Degree in Banking & Finance/ Business Administration/ Actuarial Science/ Management/ Accountancy/ Marketing/ Economics or other related courses (Preferably with at least 18 MA units in related course/s)	16 Hours	• Area of Specialization: 3 Years	Professional/2nd Level Eligibility		HGC Office

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5	Supervising Accounts Specialist, Treasury Department	97	20	Php47,037.00	Bachelor's Degree in Commerce/ Business Administration and/or other related courses (Preferably with at least 18 MA units in related course/s)	16 Hours	• Area of Specialization: 3 Years	Professional/2nd Level Eligibility		HGC Office
6	Training Specialist IV, Human Resources Department	126	20	Php47,037.00	Bachelor's Degree in Social Sciences/ Public Administration/ Industrial Management/ Psychology or other related courses (Preferably with at least 18 MA units in related course/s)	16 Hours	• Area of Specialization: 3 Years	Professional/2nd Level Eligibility		HGC Office

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7	Supervising Credit Guaranty Specialist, Regional Coordination Office	133	20	Php47,037.00	Bachelor's Degree in Banking and Finance/ Business Administration/ Engineering/ Management/ Accountancy/ Marketing/ Economics or other related courses (Preferably with at least 18 MA units in related course/s)	16 Hours	• Area of Specialization: 3 Years	Professional/2nd Level Eligibility		HGC Office
8	Accountant III, Controllership Department	110	18	Php38,085.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	16 Hours	• Area of Specialization: 2 Years	Professional/2nd Level Eligibility/ RA 1080		HGC Office

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9	Senior Credit Guaranty Specialist, Business Development and Accounts Evaluation Department	49	18	Php38,085.00	Bachelor's Degree in Banking & Finance / Business Administration/ Actuarial Science/ Management / Accountancy/ Marketing/ Economics or other related courses	16 Hours	• Area of Specialization: 2 Years	Professional/2nd Level Eligibility		HGC Office
10	Senior Credit Guaranty Specialist, Business Development and Accounts Evaluation Department	50	18	Php38,085.00	Bachelor's Degree in Banking & Finance / Business Administration/ Actuarial Science/ Management / Accountancy/ Marketing/ Economics or other related courses	16 Hours	• Area of Specialization: 2 Years	Professional/2nd Level Eligibility		HGC Office

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11	Acquired Assets Officer IV, Asset Management Department	78	18	Php38,085.00	Bachelor's Degree in Banking & Finance / Business Administration/ Engineering/ Management / Accountancy/ Marketing Economics or other related courses	16 Hours	• Area of Specialization: 2 Years	Professional/2nd Level Eligibility		HGC Office
12	Credit Guaranty Specialist, Business Development and Accounts Evaluation Department	53	15	Php29,010.00	Bachelor's Degree in Banking & Finance / Business Administration/ Actuarial Science/ Management / Accountancy/ Marketing/ Economics or other related courses	16 Hours	• Area of Specialization: 1 Year	Professional/2nd Level Eligibility		HGC Office

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13	Accounting Specialist II, Controllership Department	113	15	Php29,010.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	16 Hours	• Area of Specialization: 1 Year	Professional/2nd Level Eligibility		HGC Office
14	Administrative Services Officer III, Administrative Department	122	15	Php29,010.00	Bachelor's Degree in Social Sciences/ Public Administration/ Industrial Management/ Psychology	16 Hours	• Area of Specialization: 1 Year	Professional/2nd Level Eligibility		HGC Office
15	Human Resource Management Officer II, Human Resources Department	131	15	Php29,010.00	Bachelor's Degree in Social Sciences/ Public Administration/ Industrial Management/ Psychology or other related courses	16 Hours	• Area of Specialization: 1 Year	Professional/2nd Level Eligibility		HGC Office

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16	Legal Assistant II, Legal Group	30	12	Php22,149.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure.	• None Required	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;
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

- **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**