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## HUMAN RESOURCE GROUP

Office Circular No. \_\_\_\_\_

TO : **ALL CONCERNED**  
FROM : THE VICE PRESIDENT  
SUBJECT : **NOTICE OF PUBLICATION OF VACANT POSITIONS**  
DATE : October 21, 2020

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The positions below are declared vacant effective October 22, 2020 and posted in accordance with the Civil Service Commission (CSC) Memorandum Circular No. 14, s. 2018.

Persons interested in a vacant position, including incumbent and next-in-rank personnel vying for internal transfer or promotion, must apply for such position.

The application will be subject to the three (3) salary grade limitation on promotion of the CSC, eligibility requirements, the screening process mandated by the 2017 Revised Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA), Revised Interim Guidelines on Recruitment, Selection and Placement (RSP) dated March 11, 2020, and the "Instructions/Remarks" in this Notice.

**Only applications that meet the foregoing requirements will be processed.**

**Place of Assignment:** Organization Development Department  
**Position Title:** Assistant Department Manager II  
**Plantilla Item No.:** 153  
**Job Level:** C  
**Monthly Salary:** Php 59,714.00  
**Education:** Master's degree OR Certificate in Leadership and Management from CSC OR CES/CSE Eligibility  
**Eligibility:** Career Service Professional (2<sup>nd</sup> Level)  
**Training:** 120 hours of supervisory/management training/learning and development intervention OR minimum of 60 hours of supervisory/management training/learning and development intervention AND maximum of 60 hours of technical training programs  
**Experience:** Five (5) years of supervisory/management experience  
**Competency:** **Core:** Commitment to Depositor Protection, Collaborating and Communicating, Continuous Learning and Improvement, Delivering Excellent Results, Exemplifying Professionalism and Integrity, Personal Effectiveness,

Service Orientation

**Leadership/Managerial:** Organizational Outlook and Strategic Alignment, Developing Talents, Engaging and Inspiring Individual and Teams, Managing Performance, Solutions Oriented

**Technical/Functional:** Career Development and Succession Planning, Compensation Review and Design, Human Resource Planning, Organization Development, Organization Structure Review and Design, Performance Management Administration, Competency-Based HR Systems Fluency, Facilitating Meetings, Business Writing, Documents and Records Management, Contracting and Contract Management, Meeting Support Administration

**Place of Assignment:** Loans Management Department III  
**Position Title:** Supervising Accounts Management Specialist  
**Plantilla Item No.:** 730  
**Job Level:** 6  
**Monthly Salary:** Php 30,077.00  
**Education:** Bachelor's degree relevant to the job  
**Eligibility:** Career Service Professional (2<sup>nd</sup> Level)  
**Training:** 16 hours of relevant training  
**Work Experience:** Three (3) years of relevant experience  
**Competency:** **Core:** Commitment to Depositor Protection, Collaborating and Communicating, Continuous Learning and Improvement, Delivering Excellent Results, Exemplifying Professionalism and Integrity, Personal Effectiveness, Service Orientation  
**Leadership/Managerial:** Organizational Outlook and Strategic Alignment, Developing Talents, Engaging and Inspiring Individual and Teams, Managing Performance, Solutions Oriented  
**Technical/Functional:** Accounting for Closed Banks, Loans and Receivables Collection, Loans Recovery and Resolution, Loan Administration, Negotiation, Business Writing, Documents and Records Management

**Place of Assignment:** Accounting Department  
**Position Title:** Accounts Management Specialist  
**Plantilla Item No.:** 325  
**Job Level:** 4  
**Monthly Salary:** Php 19,320.00  
**Education:** Bachelor's degree relevant to the job  
**Eligibility:** Career Service Professional (2<sup>nd</sup> Level)  
**Training:** Four (4) hours of relevant training  
**Experience:** One (1) year of relevant experience  
**Competency:** **Core:** Commitment to Depositor Protection, Collaborating and Communicating, Continuous Learning and Improvement, Delivering Excellent Results, Exemplifying Professionalism and Integrity, Personal Effectiveness, Service Orientation

**Technical/Functional:** Financial Recording and Reporting, Accounts Reconciliation and Monitoring, Budget Administration and Control, Facilitating Meetings, Documents and Records Management, Business Writing

**Place of Assignment:** Procurement and Property Department  
**Position Title:** Records Assistant  
**Plantilla Item No.:** 194  
**Job Level:** 2  
**Monthly Salary:** P 13,010.00  
**Education:** Completion of two (2) years studies in college  
**Eligibility:** Career Service Sub-professional  
**Training:** Four (4) hours of relevant training  
**Work Experience:** One (1) year of relevant experience  
**Competency:** **Core:** Commitment to Depositor Protection, Collaborating and Communicating, Continuous Learning and Improvement, Delivering Excellent Results, Exemplifying Professionalism and Integrity, Personal Effectiveness, Service Orientation  
**Technical/Functional:** Documents and Records Management of the Department, Business Writing, Database Management, Management of Inactive Records of the Corporation

**Instructions/Remarks:**

Interested and qualified applicants should signify their interest in writing by sending in their letter of application together with the following documents to the address below not later than November 1, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 21, Revised 2017) which can be downloaded from [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/mail their application to:

**MS. DORIS P. ROMERO**

Department Manager, Human Resource Administration Department  
Philippine Deposit Insurance Corporation  
9/F SSS Building V.A. Rufino cor. Ayala Ave. 6782 Makati City 1226  
[recruitment @pdic.gov.ph](mailto:recruitment@pdic.gov.ph)

\* for external applicants

**ONLY APPLICATIONS THAT SATISFY THE REQUIREMENTS AND HAVE COMPLETE DOCUMENTS WILL BE PROCESSED.**

Thank you.

**ATTY. MA. ROSENNE M. FLORES-AVILA**

**Posting Date: October 22, 2020**

**Closing Date: November 1, 2020**

**Equal Employment Opportunity Principle:** PDIC adheres to the principle that there shall be no discrimination in the recruitment, selection, and placement of applicants on account of age, gender, identity, sexual orientation, civil status, disabilities, religion, ethnicity/indigenous group membership, or political affiliation.

**Privacy Notice:** The PDIC is committed in ensuring that your personal data are protected and secured. We only use your personal data for the purpose of providing services pursuant to our mandate. Our privacy policy values and protects your personal data under the Data Privacy Act of 2012. For our privacy notice, please refer to [www.pdic.gov.ph/privacy-policy](http://www.pdic.gov.ph/privacy-policy).