



**NATIONAL HOME MORTGAGE FINANCE CORPORATION
NOTICE OF VACANT POSITIONS**

No	Position Title	Plantilla Item No	Salary Job/Pay Grade	Monthly Salary	Qualification Standards				OFFICE
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	Department Manager III	5	26	92,108.00	Master's Degree or Certificate in Leadership and Management from CSC	5 years of supervisory/management experience	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional/Second Level eligibility	Internal Audit Department
2	Internal Auditor IV	6	22	58,717.00	Bachelor's degree relevant to the job	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Internal Audit Department
3	Internal Auditor I	9	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Internal Audit Department
4	Internal Auditor I	10	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Internal Audit Department
5	Private Secretary II*	13	15	29,010.00	Completion of two years college studies	None required	None required	None required	Office Of The President
6	Public Relations Officer IV	17	20	47,037.00	Bachelor's degree	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Office Of The President
7	Information Officer III	18	18	38,085.00	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Office Of The President
8	Corporate Executive Officer I	21	23	65,604.00	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Office Of The President
9	Project Development Officer III**	25	18	38,085.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Office Of The President
10	Department Manager III	29	26	92,108.00	Master's Degree or Certificate in Leadership and Management from CSC	5 years of supervisory/management experience	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional/Second Level eligibility	Corporate Planning & Mgmt Info. Systems Dept

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11	Senior Planning Specialist	33	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Corporate Planning Div
12	Information Technology Officer I	39	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Information Systems & Technical Support Division
13	Information Technology Officer I	40	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Information Systems & Technical Support Division
14	Information Systems Analyst III	41	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Information Systems & Technical Support Division
15	Information Technology Officer I**	42	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Information Systems & Technical Support Division
16	Programmer III**	44	18	38,085.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Information Systems & Technical Support Division
17	Senior Computer Operator III	47	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Electronic Data Processing Division
18	Data Controller IV**	52	13	24,224.00	Completion of two years college studies or High School Graduate	3 years relevant experience	16 hours relevant training	Civil Service Subprofessional/Data Encoder (MC 11 s. 96)	Electronic Data Processing Division
19	Corporate Executive Officer I**	57	23	65,604.00	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Collection & Accounts Mgmt. Group
20	Department Manager III	64	26	92,108.00	Master's Degree or Certificate in Leadership and Management from CSC	5 years of supervisory/management experience	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional/Second Level eligibility	Central Office Collection Mgmt Dept.
21	Senior Collection Specialist**	77	18	38,085.00	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	NCR Division

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22	Senior Collection Specialist**	88	18	38,085.00	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Laguna Division
23	Division Chief III**	107	22	58,717.00	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Luzon Accts Servicing Div.
24	Division Chief III**	114	22	58,717.00	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Visayas Accts Servicing Div
25	Division Chief III**	119	22	58,717.00	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Mindanao Accts Servicing Div
26	Collection Specialist**	125	15	29,010.00	Bachelor's degree	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)	Mindanao Accts Servicing Div
27	Secretary I	132	7	15,254.00	Completion of two years college studies or High School graduate	None required	None required	Civil Service Subprofessional (First Level Eligibility)	Legal Dept
28	Attorney II	136	18	38,085.00	Bachelor of Laws	None required	None required	RA 1080 (BAR)	Litigation Division
29	Senior Documents Specialist	139	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Legal Services & Documentation Div.
30	Attorney II	142	18	38,085.00	Bachelor of Laws	None required	None required	RA 1080 (BAR)	Legal Services & Documentation Div.
31	Department Manager III	148	26	92,108.00	Master's Degree or Certificate in Leadership and Management from CSC	5 years of supervisory/management experience	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional/Second Level eligibility	Administrative And Finance Dept
32	Buyer V	154	13	24,224.00	Completion of two years college studies or High School graduate	3 years relevant experience	16 hours relevant training	Civil Service Subprofessional (First Level Eligibility)	General Services Division
33	Research Specialist	170	16	31,765.00	Bachelor's degree	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)	Human Resource Division

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34	Accounts Analyst II	188	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	General Accounting Division
35	Accounts Analyst II**	191	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	General Accounting Division
36	Accounts Analyst II**	192	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	General Accounting Division
37	Accounts Analyst II**	193	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	General Accounting Division
38	Cashier IV	196	20	47,037.00	Bachelor's degree	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Cash Division
39	Cashier I	200	10	18,718.00	Bachelor's degree	None required	None required	Civil Service Professional (Second Level Eligibility)	Cash Division
40	Secretary I	218	7	15,254.00	Completion of two years college studies or High School graduate	None required	None required	Civil Service Subprofessional (First Level Eligibility)	Securitization Group
41	Supervising Mortgage Accounts Specialist	222	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
42	Senior Mortgage Accounts Specialist	223	18	38,085.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
43	Mortgage Accounts Analyst II	226	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
44	Mortgage Accounts Analyst I	228	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
45	Mortgage Loan Specialist	230	15	29,010.00	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
46	Mortgage Loan Examiner II	231	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division

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47	Mortgage Loan Examiner I	232	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
48	Mortgage Documents Review Analyst II	238	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Pooling & Analysis Division
49	Property Appraiser IV	241	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	RA 1080 (Real Estate Service)	Collateral & Appraisal Division
50	Secretary I	247	7	15,254.00	Completion of two years college studies or High School graduate	None required	None required	Civil Service Subprofessional (First Level Eligibility)	Marketing Department
51	Chief Securities Specialist	248	22	58,717.00	Bachelor's degree relevant to the job	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Processing & Pricing Division
52	Supervising Securities Specialist	249	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Processing & Pricing Division
53	Securities Analyst II	253	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Processing & Pricing Division
54	Securities Analyst I	254	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Processing & Pricing Division
55	Chief Securities Specialist	255	22	58,717.00	Bachelor's degree relevant to the job	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Product Documentation & Marketing Div
56	Supervising Securities Specialist	256	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Product Documentation & Marketing Div
57	Securities Specialist	259	16	31,765.00	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)	Product Documentation & Marketing Div
58	Securities Analyst II	261	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Product Documentation & Marketing Div
59	Chief Securities Specialist	265	22	58,717.00	Bachelor's degree relevant to the job	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Liquidity Support Division

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60	Senior Securities Specialist	267	19	42,099.00	Bachelor's degree relevant to the job	2 years relevant experience	8hours relevant training	Civil Service Professional (Second Level Eligibility)	Liquidity Support Division
61	Financial Analyst II	270	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Liquidity Support Division
62	Supervising Securities Specialist	273	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Securities Monitoring & Compliance Div
63	Securities Analyst II	278	13	24,224.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Securities Monitoring & Compliance Div
64	Supervising Documents Specialist	283	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Securities & Mortgage
65	Chief Investment Specialist	288	22	58,717.00	Bachelor's degree relevant to the job	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)	Investment & Liquidity Management Division
66	Supervising Investment Specialist	289	20	47,037.00	Bachelor's degree relevant to the job	3 years relevant	16 hours relevant training	Civil Service Professional (Second Level Eligibility)	Investment & Liquidity
67	Investment Analyst I	295	11	20,179.00	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Investment & Liquidity Management Division

Interested applicants may submit their Application Form and Personal Data Sheet on or before **August 10, 2018** at the Human Resource Management Department