

Republic of the Philippines  
**NATIONAL HOME MORTGAGE FINANCE CORPORATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL HOME MORTGAGE FINANCE CORPORATION in the CSC website:

  
GWENDOLYN R. REMORIN  
**HRMO**

Date: September 7, 2020

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 (if applicable)	
1	Internal Auditor I	9	11	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Internal Audit Department
2	Internal Auditor I	10	11	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Internal Audit Department
3	Project Evaluation Officer III**	28	18	40637	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
4	Supervising Planning Specialist	32	20	51155	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)		Corporate Planning Division

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5	Information Systems Analyst III	41	19	45269	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
6	Information Technology Officer I**	42	19	45269	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
7	Senior Collection Specialist**	70	18	40637	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)		Rizal Division
8	Division Chief III**	73	22	65319	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)		NCR Division
9	Accounts Management Specialist**	84	15	30531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		NCR Division
10	Accounts Management Specialist**	85	15	30531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		NCR Division
11	Senior Collection Specialist**	89	18	40637	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)		Laguna Division

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12	Supervising Collection Officer **	95	20	51155	Bachelor's degree	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)		Cavite Division
13	Accounts Management Specialist**	101	15	30531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Cavite Division
14	Collection Specialist**	110	15	30531	Bachelor's degree	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Luzon Accounts Servcing Division
15	Corporate Executive Officer I	129	23	73811	Bachelor's degree	4 years relevant experience	24 hours relevant training	Civil Service Professional (Second Level Eligibility)		Office of the Vice-President
16	Attorney II	136	18	40637	Bachelor of Laws	None required	None required	RA 1080 (BAR)		Litigation Division
17	Documents Specialist	140	16	33584	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Legal Services & Documentation Division
18	Attorney II	142	18	40637	Bachelor of Laws	None required	None required	RA 1080 (BAR)		Legal Services & Documentation Div.

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19	Acquired Assets Officer IV	145	18	40637	Bachelor's degree relevant to the job	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)		Acquired Assets Division
20	Human Resource Mgmt. Officer III	169	18	40637	Bachelor's degree	2 years relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Human Resource Division
21	Human Resource Management Officer I	172	11	20754	Bachelor's degree	None required	None required	Civil Service Professional (Second Level Eligibility)		Human Resource Division
22	Accounts Examiner**	182	11	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Controllership and Budget Division
23	Accountant IV	184	20	51155	Bachelor's degree	3 years relevant experience	16 hours relevant training	RA 1080 (CPA)		General Accounting Division
24	Senior Accounts Specialist	185	18	40637	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)		General Accounting Division
25	Accounts Analyst II	188	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		General Accounting Division

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26	Cashier III	197	18	40637	Bachelor's degree	2 years relevant experience	8 hours relevant training	Civil Service Professional (Second Level Eligibility)		Cash Division
27	Cashier II**	202	14	27755	Bachelor's degree	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Cash Division
28	Accounts Management Analyst II**	214	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Cash Division
29	Mortgage Accounts Analyst II	226	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Accreditation and Rating Division
30	Mortgage Accounts Analyst II	227	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Accreditation and Rating Division
31	Mortgage Loan Examiner II	231	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Accreditation and Rating Division
32	Mortgage Loan Examiner I	232	11	20754	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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33	Mortgage Documents Review Specialist	237	15	30531	Bachelor's degree relevant to the job	3 years relevant experience	16 hours relevant training	Civil Service Professional (Second Level Eligibility)		Pooling and Analysis Division
34	Mortgage Documents Review Analyst I	239	11	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Pooling and Analysis Division
35	Securities Specialist	251	16	33584	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Processing & Pricing Division
36	Senior Securities Specialist	257	19	45269	Bachelor's degree relevant to the job	2 years relevant experience	8hours relevant training	Civil Service Professional (Second Level Eligibility)		Product Documentation & Marketing Division
37	Securities Specialist	258	16	33584	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Product Documentation & Marketing Division
38	Securities Specialist	259	16	33584	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant training	Civil Service Professional (Second Level Eligibility)		Product Documentation & Marketing Division
39	Investment Specialist	268	15	30531	Bachelor's degree relevant to the job	1 year relevant experience	4 hours relevant experience	Civil Service Professional (Second Level Eligibility)		Liquidity Support Division

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40	Financial Analyst II	270	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Liquidity Support Division
41	Financial Analyst I	271	11	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Liquidity Support Division
42	Securities Analyst II	277	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Securities Monitoring & Compliance Division
43	Securities Analyst II	278	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Securities Monitoring & Compliance Division
44	Documents Analyst II	286	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Securities and Mortgage Custodianship Division
45	Documents Analyst I	287	11	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Securities and Mortgage Custodianship Division
46	Investment Analyst II	294	13	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Investment & Liquidity Management Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 18, 2020.

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 last rating period** (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:

**GWENDOLYN R. REMORIN**

Chief, Human Resource Division

ldg. III, 104 Amorsolo St., Legaspi Village,

[recruitment@nhmfc.gov.ph](mailto:recruitment@nhmfc.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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1	Department Manager III	131	26	107444	Master's Degree	5 years of supervisory experience	120 managerial training	Appropriate eligibility for second level positions		Legal Department

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**GWENDOLYN R. REMORIN**  
Chief, Human Resource Division  
Filomena Bldg. III, 104 Amorsolo St.  
Legaspi Village, Makati City  
[recruitment@nhmfc.gov.ph](mailto:recruitment@nhmfc.gov.ph)

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