

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: 19-Jul-21

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	Project Development Officer III**	25	18/1	40637	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	Civil Service Professional (Second Level Eligibility)		Office of the President
2	Project Development Officer II**	26	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)		Office of the President
3	Project Evaluation Officer IV**	27	20/1	51155	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	Civil Service Professional (Second Level Eligibility)		Office of the President

4	Senior Planning Specialist	33	19/1	45269	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	Civil Service Professional (Second Level Eligibility)	Corporate Planning Division
5	Department Manager III**	64	26/1	107444	Master's Degree	120 managerial training	5 years of supervisory experience	Appropriate eligibility for second level positions Appropriate (RA 1080) Bar/Board (for positions involving practice of profession	Central Office Collection Management Department
6	Senior Collection Specialist**	76	18/1	40637	Bachelor's degree	8 hours relevant training	2 years relevant experience	Civil Service Professional (Second Level Eligibility)	NCR Division
7	Accounts Management Specialist**	81	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	NCR Division
8	Accounts Management Specialist**	82	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	NCR Division

9	Accounts Management Specialist**	92	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Laguna Division
10	Accounts Management Specialist**	104	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Cavite Division
11	Research Specialist	170	16/1	33584	Bachelor's degree	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Human Resource Division
12	Data Controller IV	173	13/1	25232	Completion of two years college studies	16 hours relevant training	3 years relevant experience	Civil Service Subprofessional/Data Encoder (MC. 11, s. 96 Cat I)	Human Resource Division
13	Financial Specialist**	180	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Controllership and Budget Division
14	Accounts Analyst II**	193	13/1	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	General Accounting Division

15	Cashier II**	206	14/1	27755	Bachelor's degree	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Cash Division
16	Accounts Specialist**	210	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Cash Division
17	Property Appraiser IV	242	20/1	51155	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	RA1080 (Real Estate Service)	Collateral & Appraisal Division
18	Securities Analyst II	253	13/1	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Processing & Pricing Division
19	Securities Analyst II	261	13/1	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Product Documentation & Marketing Division
20	Investment Specialist	291	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant experience	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Investment & Liquidity Management Division

21	Investment Analyst I	296	11/1	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Investment & Liquidity Management Division
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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 August 3, 2021.

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 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
Jg. III, 104 Amorsolo St., Legaspi Village
recruitment@nhmfc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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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: 14-Jun-21

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	11/1	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	11/1	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Internal Audit Department
3	Information Systems Analyst III	41	19/1	45269	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	Civil Service Professional (Second Level Eligibility)		Information Systems & Technical Support Division
4	Information Technology Officer I**	42	19/1	45269	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	Civil Service Professional (Second Level Eligibility)		Information Systems & Technical Support Division

5	Mortgage Accounts Analyst II**	62	13/1	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Insurance Office
6	Senior Collection Specialist**	75	18/1	40637	Bachelor's degree	8 hours relevant training	2 years relevant experience	Civil Service Professional (Second Level Eligibility)		NCR Division
7	Accounts Management Specialist**	100	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)		Cavite Division
8	Department Manager III	131	26/1	107444	Master's degree	120 managerial training	5 years of supervisory experience	Appropriate eligibility for second level positions		Legal Department
9	Attorney II	136	18/1	40637	Bachelor of Laws	None required	None required	RA 1080 (BAR)		Litigation Division
10	Documents Specialist	140	16/1	33584	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)		Legal Services & Documentation Division
11	Attorney II	142	18/1	40637	Bachelor of Laws	None required	None required	RA 1080 (BAR)		Legal Services & Documentation Division
12	Accounts Examiner II**	182	11/1	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)		Controllership & Budget Division

13	Accountant IV	184	20/1	51155	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	RA 1080 (CPA)	General Accounting Division
14	Cashier II**	201	14/1	27755	Bachelor's degree	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Cash Division
15	Accounts Management Analyst II**	214	13/1	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Cash Division
16	Mortgage Accounts Analyst I	228	11/1	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Accreditation And Rating Division
17	Mortgage Documents Review Specialist	237	15/1	30531	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	Civil Service Professional (Second Level Eligibility)	Pooling and Analysis Division
18	Financial Analyst I	271	11/1	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Liquidity Support Division
19	Securities Analyst II	278	13/1	25232	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Securities Monitoring & Compliance Division

20	Documents Analyst I	287	11/1	20754	Bachelor's degree relevant to the job	None required	None required	Civil Service Professional (Second Level Eligibility)	Securities and Mortgage Custodianship Division
21	Investment Analyst II	293	13/1	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 June 28, 2021.

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2. Performance rating **in the last rating period** (if applicable);
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