

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines  
**HOME DEVELOPMENT MUTUAL FUND**  
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 HOME DEVELOPMENT MUTUAL FUND in the CSC website:

  
ATTY. DENNIS M. NIEVES  
HRMO

Date:

05 JAN 2024

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	ATTORNEY IV	174	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Office of the Vice President Legal and General Counsel Group (Makati City)
2	ATTORNEY IV	683	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Office of the Vice President Legal and General Counsel Group (Makati City)
3	ATTORNEY IV	3452	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Office of the Vice President Legal and General Counsel Group (Makati City)
4	ATTORNEY IV	3125	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Office of the Vice President Legal and General Counsel Group (Makati City)
5	ATTORNEY IV	2938	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Office of the Vice President Legal and General Counsel Group (Makati City)
6	ATTORNEY IV	199	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Legal Department Litigation Division (Makati City)
7	ATTORNEY IV	310	12	83,966	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	None	Legal Department Litigation Division (Makati City)

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

15 JAN 2024

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:

**ATTY. DENNIS M. NIEVES**

Department Manager III, Human Resource Development Dept.  
29F Petron Mega Plaza Bldg., 358 Sen. Gil J. Puyat Avenue,  
Makati City  
[avcayme@pagibigfund.gov.ph](mailto:avcayme@pagibigfund.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

## Pag-IBIG Fund

### NOTICE OF VACANCY (Pursuant to Republic Act 7041)

Date: 05 JAN 2024

Position Title : ATTORNEY IV  
Item No. : 174  
Job Grade (JG)/Salary Grade (SG) : 12/23  
Unit/Department/Branch/TAS/HBC/Group : Office of the Vice President  
Legal and General Counsel Group  
(Makati City)

#### QUALIFICATION STANDARDS

Education : Bachelor of Laws  
Training : 8 hours of relevant training  
Experience : 2 years of relevant experience  
Eligibility : RA 1080 (Bar)  
Competencies : None  
Brief Description of General Functions : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

#### **APPLICATION REQUIREMENTS:**

1. Letter of Intent indicating the Position Title, Item Number, and Unit/Department/Branch/TAS/HBC/ Group of the position and addressed to:  
ATTY. DENNIS M. NIEVES  
Department Manager III, HRDD
2. Two (2) original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CSC Form 212) with Work Experience Sheet (WES) (*Access this link to download the PDS and WES: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>*)
3. Photocopy of Civil Service Certificate of Eligibility/Eligibility Card or Professional Regulation Commission's Report of Rating/License or Certificate of Admission to the Bar
4. Photocopy of Transcript of Records (Proof in meeting the Educational Requirement of the position)
5. Certificate of Trainings/Seminars (Proof in meeting the Training Requirement of the position)
6. Performance Rating for the periods of **July to December 2022** and **January to June 2023** or two (2) latest available Performance Rating for applicants from Pag-IBIG Fund and other government agencies
7. Certification of Authenticity and Veracity of All Documents Submitted (HQP-HRF-165) (*Access this link to download the form: <https://www.pagibigfund.gov.ph/jobs/>*)

**IMPORTANT ANNOUNCEMENTS:**

1. All vacant positions shall be open to all qualified applicants regardless of age, sex, sexual orientation, gender identity and expression (SOGIE), civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the equal employment opportunity principle.
2. Applicants shall submit the hard copy of the application requirements to the contact person indicated below on or before the date of deadline. The requirements must be enclosed in a brown envelope with the name of the applicant and the item number applied for. Applicants must submit one (1) set of the application requirements per position/item number. Application requirements submitted beyond the last day of the publication will not be accepted. Assessment shall only be based on the documents submitted within the prescribed deadline.
3. Applicants may submit their application requirements through a courier service and the same should be received on or before the date of deadline.
4. All communications pertaining to the application, including the schedule of interview and pre-employment examination of shortlisted applicants, shall be sent through email and Short Message Service (SMS).
5. In case an applicant opts to withdraw the application, the contact person shall be informed immediately through the email address below.

**Submit hard copies of the Application Requirements to:**

**MS. ANNE GELINE V. CAYME**

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Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

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29F Petron Mega Plaza Bldg., 358 Sen. Gil J. Puyat Avenue  
Makati City

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[avcayme@pagibigfund.gov.ph](mailto:avcayme@pagibigfund.gov.ph)

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(02) 8422-3000 loc. 5059

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## Pag-IBIG Fund

### NOTICE OF VACANCY (Pursuant to Republic Act 7041)

Date: 05 JAN 2024

**Position Title** : ATTORNEY IV  
**Item No.** : 683  
**Job Grade (JG)/Salary Grade (SG)** : 12/23  
**Unit/Department/Branch/TAS/HBC/Group** : Office of the Vice President  
Legal and General Counsel Group  
(Makati City)

#### QUALIFICATION STANDARDS

**Education** : Bachelor of Laws  
**Training** : 8 hours of relevant training  
**Experience** : 2 years of relevant experience  
**Eligibility** : RA 1080 (Bar)  
**Competencies** : None  
**Brief Description of General Functions** : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

#### APPLICATION REQUIREMENTS:

1. Letter of Intent indicating the Position Title, Item Number, and Unit/Department/Branch/TAS/HBC/ Group of the position and addressed to:  

ATTY. DENNIS M. NIEVES  
Department Manager III, HRDD
2. Two (2) original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CSC Form 212) with Work Experience Sheet (WES) (*Access this link to download the PDS and WES: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>*)
3. Photocopy of Civil Service Certificate of Eligibility/Eligibility Card or Professional Regulation Commission's Report of Rating/License or Certificate of Admission to the Bar
4. Photocopy of Transcript of Records (Proof in meeting the Educational Requirement of the position)
5. Certificate of Trainings/Seminars (Proof in meeting the Training Requirement of the position)
6. Performance Rating for the periods of **July to December 2022** and **January to June 2023** or two (2) latest available Performance Rating for applicants from Pag-IBIG Fund and other government agencies
7. Certification of Authenticity and Veracity of All Documents Submitted (HQP-HRF-165) (*Access this link to download the form: <https://www.pagibigfund.gov.ph/jobs/>*)

**IMPORTANT ANNOUNCEMENTS:**

1. All vacant positions shall be open to all qualified applicants regardless of age, sex, sexual orientation, gender identity and expression (SOGIE), civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the equal employment opportunity principle.
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3. Applicants may submit their application requirements through a courier service and the same should be received on or before the date of deadline.
4. All communications pertaining to the application, including the schedule of interview and pre-employment examination of shortlisted applicants, shall be sent through email and Short Message Service (SMS).
5. In case an applicant opts to withdraw the application, the contact person shall be informed immediately through the email address below.

**Submit hard copies of the Application Requirements to:**

**MS. ANNE GELINE V. CAYME**

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Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

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29F Petron Mega Plaza Bldg., 358 Sen. Gil J. Puyat Avenue  
Makati City

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[avcayme@pagibigfund.gov.ph](mailto:avcayme@pagibigfund.gov.ph)

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(02) 8422-3000 loc. 5059

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## Pag-IBIG Fund

### NOTICE OF VACANCY (Pursuant to Republic Act 7041)

Date: 05 JAN 2024

**Position Title** : ATTORNEY IV  
**Item No.** : 3452  
**Job Grade (JG)/Salary Grade (SG)** : 12/23  
**Unit/Department/Branch/TAS/HBC/Group** : Office of the Vice President  
Legal and General Counsel Group  
(Makati City)

#### QUALIFICATION STANDARDS

**Education** : Bachelor of Laws  
**Training** : 8 hours of relevant training  
**Experience** : 2 years of relevant experience  
**Eligibility** : RA 1080 (Bar)  
**Competencies** : None  
**Brief Description of General Functions** : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

#### **APPLICATION REQUIREMENTS:**

1. Letter of Intent indicating the Position Title, Item Number, and Unit/Department/Branch/TAS/HBC/Group of the position and addressed to:  

ATTY. DENNIS M. NIEVES  
Department Manager III, HRDD
2. Two (2) original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CSC Form 212) with Work Experience Sheet (WES) (*Access this link to download the PDS and WES: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>*)
3. Photocopy of Civil Service Certificate of Eligibility/Eligibility Card or Professional Regulation Commission's Report of Rating/License or Certificate of Admission to the Bar
4. Photocopy of Transcript of Records (Proof in meeting the Educational Requirement of the position)
5. Certificate of Trainings/Seminars (Proof in meeting the Training Requirement of the position)
6. Performance Rating for the periods of **July to December 2022** and **January to June 2023** or two (2) latest available Performance Rating for applicants from Pag-IBIG Fund and other government agencies
7. Certification of Authenticity and Veracity of All Documents Submitted (HQP-HRF-165) (*Access this link to download the form: <https://www.pagibigfund.gov.ph/jobs/>*)

**IMPORTANT ANNOUNCEMENTS:**

1. All vacant positions shall be open to all qualified applicants regardless of age, sex, sexual orientation, gender identity and expression (SOGIE), civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the equal employment opportunity principle.
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5. In case an applicant opts to withdraw the application, the contact person shall be informed immediately through the email address below.

**Submit hard copies of the Application Requirements to:**

**MS. ANNE GELINE V. CAYME**

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Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

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29F Petron Mega Plaza Bldg., 358 Sen. Gil J. Puyat Avenue  
Makati City

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[avcayme@pagibigfund.gov.ph](mailto:avcayme@pagibigfund.gov.ph)

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(02) 8422-3000 loc. 5059

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## Pag-IBIG Fund

### NOTICE OF VACANCY (Pursuant to Republic Act 7041)

Date: 05 JAN 2024

**Position Title** : ATTORNEY IV  
**Item No.** : 3125  
**Job Grade (JG)/Salary Grade (SG)** : 12/23  
**Unit/Department/Branch/TAS/HBC/Group** : Office of the Vice President  
Legal and General Counsel Group  
(Makati City)

#### QUALIFICATION STANDARDS

**Education** : Bachelor of Laws  
**Training** : 8 hours of relevant training  
**Experience** : 2 years of relevant experience  
**Eligibility** : RA 1080 (Bar)  
**Competencies** : None  
**Brief Description of General Functions** : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

#### **APPLICATION REQUIREMENTS:**

1. Letter of Intent indicating the Position Title, Item Number, and Unit/Department/Branch/TAS/HBC/Group of the position and addressed to:  

ATTY. DENNIS M. NIEVES  
Department Manager III, HRDD
2. Two (2) original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CSC Form 212) with Work Experience Sheet (WES) (*Access this link to download the PDS and WES: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>*)
3. Photocopy of Civil Service Certificate of Eligibility/Eligibility Card or Professional Regulation Commission's Report of Rating/License or Certificate of Admission to the Bar
4. Photocopy of Transcript of Records (Proof in meeting the Educational Requirement of the position)
5. Certificate of Trainings/Seminars (Proof in meeting the Training Requirement of the position)
6. Performance Rating for the periods of **July to December 2022** and **January to June 2023** or two (2) latest available Performance Rating for applicants from Pag-IBIG Fund and other government agencies
7. Certification of Authenticity and Veracity of All Documents Submitted (HQP-HRF-165) (*Access this link to download the form: <https://www.pagibigfund.gov.ph/jobs/>*)



**IMPORTANT ANNOUNCEMENTS:**

1. All vacant positions shall be open to all qualified applicants regardless of age, sex, sexual orientation, gender identity and expression (SOGIE), civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the equal employment opportunity principle.
2. Applicants shall submit the hard copy of the application requirements to the contact person indicated below on or before the date of deadline. The requirements must be enclosed in a brown envelope with the name of the applicant and the item number applied for. Applicants must submit one (1) set of the application requirements per position/item number. Application requirements submitted beyond the last day of the publication will not be accepted. Assessment shall only be based on the documents submitted within the prescribed deadline.
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5. In case an applicant opts to withdraw the application, the contact person shall be informed immediately through the email address below.

**Submit hard copies of the Application Requirements to:**

**MS. ANNE GELINE V. CAYME**

Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

29F Petron Mega Plaza Bldg., 358 Sen. Gil J. Puyat Avenue  
Makati City

[avcayme@pagibigfund.gov.ph](mailto:avcayme@pagibigfund.gov.ph)

(02) 8422-3000 loc. 5059

**Pag-IBIG Fund**

**NOTICE OF VACANCY**  
(Pursuant to Republic Act 7041)

Date: 05 JAN 2024

**Position Title** : ATTORNEY IV  
**Item No.** : 2938  
**Job Grade (JG)/Salary Grade (SG)** : 12/23  
**Unit/Department/Branch/TAS/HBC/Group** : Office of the Vice President  
Legal and General Counsel Group  
(Makati City)

**QUALIFICATION STANDARDS**

**Education** : Bachelor of Laws  
**Training** : 8 hours of relevant training  
**Experience** : 2 years of relevant experience  
**Eligibility** : RA 1080 (Bar)  
**Competencies** : None  
**Brief Description of General Functions** : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

**APPLICATION REQUIREMENTS:**

1. Letter of Intent indicating the Position Title, Item Number, and Unit/Department/Branch/TAS/HBC/ Group of the position and addressed to:  

ATTY. DENNIS M. NIEVES  
Department Manager III, HRDD
2. Two (2) original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CSC Form 212) with Work Experience Sheet (WES) (*Access this link to download the PDS and WES: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>*)
3. Photocopy of Civil Service Certificate of Eligibility/Eligibility Card or Professional Regulation Commission's Report of Rating/License or Certificate of Admission to the Bar
4. Photocopy of Transcript of Records (Proof in meeting the Educational Requirement of the position)
5. Certificate of Trainings/Seminars (Proof in meeting the Training Requirement of the position)
6. Performance Rating for the periods of **July to December 2022** and **January to June 2023** or two (2) latest available Performance Rating for applicants from Pag-IBIG Fund and other government agencies
7. Certification of Authenticity and Veracity of All Documents Submitted (HQP-HRF-165) (*Access this link to download the form: <https://www.pagibigfund.gov.ph/jobs/>*)

**IMPORTANT ANNOUNCEMENTS:**

1. All vacant positions shall be open to all qualified applicants regardless of age, sex, sexual orientation, gender identity and expression (SOGIE), civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the equal employment opportunity principle.
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5. In case an applicant opts to withdraw the application, the contact person shall be informed immediately through the email address below.

**Submit hard copies of the Application Requirements to:**

**MS. ANNE GELINE V. CAYME**

Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

29F Petron Mega Plaza Bldg., 358 Sen. Gil J. Puyat Avenue  
Makati City

[avcayme@pagibigfund.gov.ph](mailto:avcayme@pagibigfund.gov.ph)

(02) 8422-3000 loc. 5059

## Pag-IBIG Fund

### NOTICE OF VACANCY (Pursuant to Republic Act 7041)

Date: 05 JAN 2024

**Position Title** : ATTORNEY IV  
**Item No.** : 199  
**Job Grade (JG)/Salary Grade (SG)** : 12/23  
**Unit/Department/Branch/TAS/HBC/Group** : Legal Department  
Litigation Division  
(Makati City)

#### QUALIFICATION STANDARDS

**Education** : Bachelor of Laws  
**Training** : 8 hours of relevant training  
**Experience** : 2 years of relevant experience  
**Eligibility** : RA 1080 (Bar)  
**Competencies** : None  
**Brief Description of General Functions** : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

#### **APPLICATION REQUIREMENTS:**

1. Letter of Intent indicating the Position Title, Item Number, and Unit/Department/Branch/TAS/HBC/Group of the position and addressed to:  

ATTY. DENNIS M. NIEVES  
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2. Two (2) original copies of duly accomplished and notarized Personal Data Sheet (PDS) (CSC Form 212) with Work Experience Sheet (WES) (*Access this link to download the PDS and WES: <https://csc.gov.ph/downloads/category/223-csc-form-212-revised-2017-personal-data-sheet>*)
3. Photocopy of Civil Service Certificate of Eligibility/Eligibility Card or Professional Regulation Commission's Report of Rating/License or Certificate of Admission to the Bar
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6. Performance Rating for the periods of **July to December 2022** and **January to June 2023** or two (2) latest available Performance Rating for applicants from Pag-IBIG Fund and other government agencies
7. Certification of Authenticity and Veracity of All Documents Submitted (HQP-HRF-165) (*Access this link to download the form: <https://www.pagibigfund.gov.ph/jobs/>*)

**IMPORTANT ANNOUNCEMENTS:**

1. All vacant positions shall be open to all qualified applicants regardless of age, sex, sexual orientation, gender identity and expression (SOGIE), civil status, disability, religion, ethnicity, social status, income, class, political affiliation, or other similar factors/personal circumstances which run counter to the equal employment opportunity principle.
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Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

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Makati City

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(02) 8422-3000 loc. 5059

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## Pag-IBIG Fund

### NOTICE OF VACANCY (Pursuant to Republic Act 7041)

Date: 05 JAN 2024

**Position Title** : ATTORNEY IV  
**Item No.** : 310  
**Job Grade (JG)/Salary Grade (SG)** : 12/23  
**Unit/Department/Branch/TAS/HBC/Group** : Legal Department  
Litigation Division  
(Makati City)

#### QUALIFICATION STANDARDS

**Education** : Bachelor of Laws  
**Training** : 8 hours of relevant training  
**Experience** : 2 years of relevant experience  
**Eligibility** : RA 1080 (Bar)  
**Competencies** : None  
**Brief Description of General Functions** : Litigates cases filed for or against the Fund.

Interested applicants who meet the required qualification standards shall submit the following application requirements to the Personnel Search, Recruitment, and Appointment Division-Human Resource Development Department/Cash and Administrative Services Division-Technical and Administrative Support/Administrative Support-Home Lending Operations Cluster on or before 15 JAN 2024.

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ATTY. DENNIS M. NIEVES  
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**MS. ANNE GELINE V. CAYME**

Admin. Services Officer IV, Personnel Search, Recruitment  
and Appointment Division - HRDD

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