

**Securities and Exchange Commission
List of Positions Requiring Renewal of Appointments**

Department/Position	Item No.(SG)	Qualification Standards/Eligibility
<p><u>Corporation Finance Department</u> (1) SEC Director</p>	<p>(SG-27) C-2</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Law or Business or Economics • Masteral Degree in Law or Business, or Economics <p>Experience</p> <ul style="list-style-type: none"> • 7 years experience in the capital markets industry, including 5 years experience in supervision and management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Ability to make quick and decisive decisions under pressure • Ability to manage large staff • Strong verbal and written communication skills • Good leadership skills • Computer literate • Familiarity with current softwares/systems applications for registration, licensing, monitoring, and supervision of players in the capital market <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE; RA 1080
<p><i>Financing Companies Division</i> <i>Mutual Funds Division</i> (2) SEC Assistant Director</p>	<p>(SG-25) C-2a-1 C-2b-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Law or Business • Masteral Degree in Law or Business <p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in the capital markets industry, including experience in monitoring capital markets-related activities • 3 years experience in supervision/management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Ability to make quick and decisive decisions under pressure • Strong verbal and written communication skills • Good leadership skills • Computer literate • Familiarity with current softwares/systems applications for registration, licensing, monitoring, and supervision of players in the capital market <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE; RA 1080
<p><u>Company Registration and Monitoring Department</u> <i>Corporate & Partnership Registration Div.</i></p>	<p>(SG-25)</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Law, Business, or Publication Administration • Masteral Degree in Law or Business

<p><i>Law and Regulation Division</i> <i>Financial Analysis and Audit Division</i></p> <p>(3) SEC Assistant Director</p>	<p>D-1a-1 D-1b-1 D-1c-1</p>	<p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in the area of corporate structure and governance • 3 years experience in supervision/management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Ability to make quick and decisive decisions under pressure • Strong verbal and written communication skills • Strong leadership skills • Computer literate • Familiarity with current softwares/systems applications for registration, licensing, monitoring, and supervision of players in the capital market; <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE; RA 1080
<p><i>Corporate Filings & Records Division</i></p> <p>(1) SEC Assistant Director</p>	<p>(SG-25) D-1d-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Business, Commerce, Public Administration, or any of the Social Sciences • Masteral Degree in any of said area <p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in electronic records retention or related area <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Extremely well organized and must be able to perform multi-tasks • Advanced computer user • With knowledge of data base management <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE; RA 1080
<p><u>Compliance and Enforcement Department</u></p> <p>(1) SEC Director</p>	<p>(SG-27) E-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor' Degree in Law • Masteral Degree in related courses <p>Experience</p> <ul style="list-style-type: none"> • 7 years experience in regulatory and compliance activities • 5 years experience in supervision/management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Ability to make quick and decisive decisions under pressure • Ability to manage people • Strong verbal and written communications skills • Organizational skills • Strong leadership skills • Computer literate • Familiarity with current softwares/systems applications for registration, licensing, monitoring and supervision of players in the capital market <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE; RA 1080

<p><i>Inspection and Surveillance Division</i></p> <p>(1) SEC Assistant Director</p>	<p>(SG-25) E-1a-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor' Degree in Law • Masteral Degree in related courses <p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in research in a regulatory environment, compliance and surveillance • 3 years experience in supervision/management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Ability to make quick and decisive decisions under pressure • Strong verbal and written communications skills • Organizational skills • Strong leadership skills • Computer literate • Familiarity with current softwares/systems applications for registration, licensing, monitoring and supervision of players in the capital market <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE; RA 1080
<p><u>Human Resource and Administrative Department</u></p> <p><i>Central Receiving and Records Division</i></p> <p>(1) SEC Assistant Director</p>	<p>(SG-25) F-1b-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Business, Commerce, Public Administration, or any of the Social Sciences • Masteral Degree in any of said areas <p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in records retention or electronic record retention <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • extremely well-organized • able to multi-task; advanced computer skills • knowledge in data base management <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE
<p><i>Training and Development Division</i></p> <p>(1) SEC Assistant Director</p>	<p>(SG-25) F-1a-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Psychology or Social Sciences • Masteral degree in public/business administration <p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in the human resources environment, including supervision/management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Ability to make quick and decisive decisions under pressure • Strong verbal and written communication skills • Organizational skills • Strong leadership skills <p>Eligibility</p>

		<ul style="list-style-type: none"> • CES/CSEE
<p><u>Economic Research and Information Department</u> <i>Investor Information Assistance and Publication Division</i> (1) SEC Assistant Director</p>	<p>(SG-25) F-2b-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Economics, Financial Management, Law, Business, Accounting • Masteral Degree in Economics, Financial Management, Law, Business, or Accounting <p>Experience</p> <ul style="list-style-type: none"> • 7 years work experience in public relations of which 5 years of management of in the area of public relations and/or customer assistance; experience in the development of educational materials and programs <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Excellent communication skills • Sensitive to the unique relationship of the SEC to the general public and the impact that information released by the SEC has on the markets and individual securities industry participants • Makes decisions quickly and decisively in a high-pressure environment • Strong verbal and written communication skills • Organizational skills • Strong leadership skills • Computer literate <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE
<p><i>MIS Division</i> (1) SEC Assistant Director</p>	<p>(SG-25) F-2c-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree Economics • Masteral Degree in Economics, Public Administration, or Business Administration <p>Experience</p> <ul style="list-style-type: none"> • 5 years experience in system development and operations, including communications network, website development and supervision/management <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training <p>Skills & Other Requirements</p> <ul style="list-style-type: none"> • Able to manage a staff and make decisions quickly and decisively in a high-pressure environment • Strong verbal and written communication skills, organizational skills, and strong leadership skills • Advanced computer literate • Experience in developing and managing large budgets <p>Eligibility</p> <ul style="list-style-type: none"> • CES/CSEE
<p><u>Financial Management Department</u> <i>Budget and Fiscal Division</i> <i>Accounting Division</i> <i>Treasury Division</i> (3) SEC Assistant Director</p>	<p>(SG-25) F-3a-1 F-3b-1 F-3c-1</p>	<p>Education</p> <ul style="list-style-type: none"> • Bachelor's Degree in Accounting, Financial Management • Masteral Degree in the same or related areas <p>Experience</p> <ul style="list-style-type: none"> • 5 years work experience in accounting position <p>Training</p> <ul style="list-style-type: none"> • 40 hours of relevant training

		Skills & Other Requirements- <ul style="list-style-type: none"> • Familiarity with Philippine Accounting Associations and Standards • Detail-oriented; excellent communication skills • Well-organized • Able to manage a multi-tasked workload Eligibility <ul style="list-style-type: none"> • CES/CSEE; RA 1080
EXTENSION OFFICES		
<u>Cebu Extension Office</u> (1) SEC Director	(SG-26) GXIL 1	Education <ul style="list-style-type: none"> • Bachelor's Degree in Law • Masteral Degree in Economics, Business, or other relevant areas Experience <ul style="list-style-type: none"> • 7 years experience in the capital markets industry, including experience in monitoring capital markets-related activities • 5 years of related management experience Training <ul style="list-style-type: none"> • 40 hours of relevant training; Skills & Other Requirements <ul style="list-style-type: none"> • Ability to manage large staff • Ability to make quick and decisive decisions under pressure • Strong verbal and written communication skills • Organizational skills • Ability to demonstrate strong leadership skills • Computer literate • Familiarity with current software/systems applications for registration, licensing, monitoring, and supervision of players in the capital market; Eligibility <ul style="list-style-type: none"> • CES/CSEE; RA 1080

Noted by:


MARILYN PENEVRA-LIM
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