



## **Publication of Vacant Positions as of 12 February 2024**

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send them to the address below **not later than February 22, 2024**.

1. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be both downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Certified True Copy of duly signed and approved Individual Performance Commitment and Review (IPCR) Form from current agency for applicants for promotion/transfer;
3. Certified True Copy of Authenticated Certificate of Eligibility (CSC) / Certificate of Board Rating (PRC) / Certificate of Membership in the Philippine Bar , and valid professional license for positions involving practice of profession;
4. Certified True Copy of Diploma and Transcript of Records; and
5. Copies of Training Certificates as declared on the Personal Data Sheet

QUALIFIED APPLICANTS are advised to send their application through email to:

**Emilio B. Aquino - SEC Chairperson**

**Through: Ricky M. Abundo - OIC-Director, HRD**

**The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209**

**[careers@sec.gov.ph](mailto:careers@sec.gov.ph)**

All documents must be MERGED as **one (1) PDF document** and emailed to **[careers@sec.gov.ph](mailto:careers@sec.gov.ph)**, with the correct subject format (Surname - Position Title/s with Item No/s.) to complete the application.

APPLICATION LETTERS THAT DO NOT CONTAIN SPECIFIC POSITION TITLE AND ITEM NUMBER AND THOSE WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Equal Opportunity: As the SEC practices the Equal Employment Opportunity Principle (EEO), qualified and interested persons with disabilities (PWD), members of indigenous communities and of any sexual orientation and gender identity are highly encouraged to apply.

**Applicants are allowed to apply up to a maximum of two (2) positions/item numbers.**



<b>Position Title:</b>	SEC Assistant Director
<b>Plantilla Item No.:</b>	Aa-22-2024
<b>Salary Grade (Monthly Salary):</b>	25 (Php 99517.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (Internal Audit Division)

## QUALIFICATION STANDARDS

### Education:

Relevant Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Law
- Accountancy
- Accounting
- Social Sciences
- Business Administration
- And any social sciences courses or arts and sciences courses

### Training:

80 hours of training in any or all of the following supervisory/management learning and development interventions:

- Strategic Planning and Management;
- Managerial Leadership;
- Strategic and Critical Thinking;
- Strategic Decision-Making;
- Coaching and Mentoring for Leaders;
- Stress Management;
- Change Management;
- Monitoring and Evaluation/Results-Based Monitoring;
- Risk Management;
- Knowledge Management for Leaders;
- Project Development and Management and Monitoring;
- Performance and Results Management;
- Leadership Series;
- 7 Habits of Highly Effective Government Leaders;
- Managers Role in Capacity Building;
- Succession Management;
- Supervisory Development Course/Program;
- Other related supervisory/ management learning and development intervention

### Experience:

5 years experience in legal work preferably with experience in Fintech, emerging innovations and information technology; and

4 years of which must be in a supervisory/ management work experience.

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Excellent presentation skills
- Detail-oriented



Computer and digital literate

**Organizational Competencies**

Leadership and Organizational Development (OD) skills

Sensitive to the need for the development of extremely accurate information

With ability to organize, lead and manage team and supervise work of others

Excellent decision making and analytical skills

**Functional Competencies**

Advanced knowledge and skills of the laws and regulations being implemented by the SEC especially those pertaining to Fintech products and innovations

Proficient knowledge of Fintech products and innovations

Ability to work under strict time deadlines

Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Supervising Internal Auditor
<b>Plantilla Item No.:</b>	Aa-23-2024
<b>Salary Grade (Monthly Salary):</b>	22 (Php 79024.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (Internal Audit Division)

## QUALIFICATION STANDARDS

### Education:

Relevant Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Law
- Accountancy
- Accounting
- Social Sciences
- Business Administration
- And other social sciences courses and arts and sciences courses

### Training:

60 hours relevant training on any of the following:

- Corporate and Securities Laws
- Financial Accounting
- Auditing and Statutory compliance
- Taxation
- Information and Financial Systems
- Corporate Planning, Control and Treasury Management
- General Management

### Experience:

4 years experience in accounting or auditing work preferably with experience in legal work and information technology;

2 years of supervisory/ management work experience

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Good decision making and analytical skills
- Skills in planning work schedules

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Internal Auditor III
<b>Plantilla Item No.:</b>	Aa-24-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (Internal Audit Division)

## QUALIFICATION STANDARDS

### Education:

Bachelors Degree in any of the following:

- Law
- Accountancy
- Accounting
- Social Sciences
- Business Administration
- And other social sciences courses and arts and sciences courses

### Training:

40 hours relevant training on any of the following:

- Corporate and Securities Laws
- Financial Accounting
- Auditing and Statutory compliance
- Taxation
- Information and Financial Systems
- Corporate Planning, Control and Treasury Management
- General Management

### Experience:

2 years experience in accounting or auditing work preferably with experience in legal work and information technology

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Good decision making and analytical skills
- Skills in planning work schedules

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Internal Auditor III
<b>Plantilla Item No.:</b>	Aa-25-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (Internal Audit Division)

## QUALIFICATION STANDARDS

### Education:

Bachelors Degree in any of the following:

- Law
- Accountancy
- Accounting
- Social Sciences
- Business Administration
- And other social sciences courses and arts and sciences courses

### Training:

40 hours relevant training on any of the following:

- Corporate and Securities Laws
- Financial Accounting
- Auditing and Statutory compliance
- Taxation
- Information and Financial Systems
- Corporate Planning, Control and Treasury Management
- General Management

### Experience:

2 years experience in accounting or auditing work preferably with experience in legal work and information technology

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Good decision making and analytical skills
- Skills in planning work schedules

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Internal Auditor III
<b>Plantilla Item No.:</b>	Aa-26-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (Internal Audit Division)

## QUALIFICATION STANDARDS

### Education:

Bachelors Degree in any of the following:

- Law
- Accountancy
- Accounting
- Social Sciences
- Business Administration
- And other social sciences courses and arts and sciences courses

### Training:

40 hours relevant training on any of the following:

- Corporate and Securities Laws
- Financial Accounting
- Auditing and Statutory compliance
- Taxation
- Information and Financial Systems
- Corporate Planning, Control and Treasury Management
- General Management

### Experience:

2 years experience in accounting or auditing work preferably with experience in legal work and information technology

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Excellent oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Good decision making and analytical skills
- Skills in planning work schedules

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position





<b>Position Title:</b>	SEC Innovation Counsel II
<b>Plantilla Item No.:</b>	Aa-13-2022
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (PHILIFINTECH Innovation Office)

## QUALIFICATION STANDARDS

### Education:

Bachelor of Laws (LLB) / Juris Doctor (JD)

### Training:

48 hours relevant training in any combination of the following: securities law, capital markets, corporation law, financial technology, information technology, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

1 year relevant/related experience preferably in law, fintech, emerging innovations and information technology

### Eligibility:

RA 1080 (BAR)

### Competencies:

#### Core Competencies

- § With integrity
- § Ability to work with minimal supervision
- § Team player and can work effectively and harmoniously with co-workers
- § Very good verbal and written communication skills
- § Detail-oriented
- § Computer and digital literate

#### Organizational Competencies

- § Leadership and Organizational Development (OD) skills
- § With ability to organize, lead and manage team and supervise work of others
- § Very good decision making and analytical skills
- § Skills in planning work schedule

#### Functional Competencies

- § Proficient knowledge and skills of the laws and regulations being implemented by the SEC especially those pertaining to Fintech products and innovations
- § Ability to work under strict time deadlines
- § Very good research skills
- § Basic understanding on capital market functions
- § Sustainability to perform the duties and responsibilities enumerated in the Job Description of the position
- § Well-organized
- § Ability to multi-task
- § Good people skills





<b>Position Title:</b>	SEC Innovation Counsel I
<b>Plantilla Item No.:</b>	Aa-27-2024
<b>Salary Grade (Monthly Salary):</b>	19 (Php 64505.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (PHILIFINTECH Innovation Office)

## QUALIFICATION STANDARDS

### Education:

Bachelor of Laws (LLB) / Juris Doctor (JD)

### Training:

32 hours relevant training in any combination of the following: securities law, capital markets, corporation law, financial technology, information technology, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

Not required

### Eligibility:

RA 1080 (BAR)

### Competencies:

#### Core Competencies

- § With integrity
- § Ability to work with minimal supervision
- § Team player and can work effectively and harmoniously with co-workers
- § Very good verbal and written communication skills
- § Detail-oriented
- § Computer and digital literate

#### Organizational Competencies

- § Leadership and Organizational Development (OD) skills
- § With ability to organize, lead and manage team and supervise work of others
- § Very good decision making and analytical skills
- § Skills in planning work schedule

#### Functional Competencies

- § Proficient knowledge and skills of the laws and regulations being implemented by the SEC especially those pertaining to Fintech products and innovations
- § Ability to work under strict time deadlines
- § Very good research skills
- § Basic understanding on capital market functions
- § Sustainability to perform the duties and responsibilities enumerated in the Job Description of the position
- § Well-organized
- § Ability to multi-task
- § Good people skills



<b>Position Title:</b>	SEC Innovation Examiner I
<b>Plantilla Item No.:</b>	Aa-14-2022
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (PHILIFINTECH Innovation Office)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- § Accountancy
- § Finance
- § Business Administration
- § Statistics
- § Economics
- § Mathematics
- § And any business, social science, and other related courses

### Training:

32 hours relevant training in any combination of the following: securities law, capital markets, corporation law, financial technology, information technology, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

1 year relevant/related experience in data report gathering in strategic and operational planning activities, government or multi-sector development planning

### Eligibility:

Career Service (Professional) or any Second Level Eligibility

### Competencies:

#### Core Competencies

- § With integrity
- § Ability to work with minimal supervision
- § Team player and can work effectively and harmoniously with co-workers
- § Very good verbal and written communication skills
- § Detail-oriented
- § Computer and digital literate

#### Organizational Competencies

- § Leadership and Organizational Development (OD) skills
- § With ability to organize, lead and manage team and supervise work of others
- § Very good decision making and analytical skills
- § Skills in planning work schedule

#### Functional Competencies

- § Proficient knowledge and skills of the laws and regulations being implemented by the SEC especially those pertaining to Fintech products and innovations
- § Ability to work under strict time deadlines
- § Very good research skills
- § Basic understanding on capital market functions
- § Sustainability to perform the duties and responsibilities enumerated in the Job Description of the position
- § Well-organized
- § Ability to multi-task
- § Good people skills



<b>Position Title:</b>	SEC Innovation Analyst I
<b>Plantilla Item No.:</b>	Aa-28-2024
<b>Salary Grade (Monthly Salary):</b>	14 (Php 45990.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (PHILIFINTECH Innovation Office)

**QUALIFICATION STANDARDS**

**Education:**

Bachelor's Degree in any of the following:

- § Public/Business/ Office Administration
- § Accountancy / Finance
- § Sociology
- § Human Resources
- § Psychology
- § Economics
- § Engineering
- § Computer Sciences
- § And any business-related courses or arts and sc

**Training:**

16 hours training relevant to the functions of the position and other learning and development interventions relevant to the functions of the position

**Experience:**

Not required

**Eligibility:**

Career Service (Professional) or any Second Level Eligibility

**Competencies:**

Core Competencies

- § With integrity
- § Ability to work with minimal supervision
- § Team player and can work effectively and harmoniously with co-workers
- § Very good verbal and written communication skills
- § Detail-oriented
- § Computer and digital literate

Organizational Competencies

- § Leadership and Organizational Development (OD) skills
- § With ability to organize, lead and manage team and supervise work of others
- § Very good decision making and analytical skills
- § Skills in planning work schedule

Functional Competencies

- § Proficient knowledge and skills of the laws and regulations being implemented by the SEC especially those pertaining to Fintech products and innovations
- § Ability to work under strict time deadlines
- § Very good research skills
- § Basic understanding on capital market functions
- § Sustainability to perform the duties and responsibilities enumerated in the Job Description of the position
- § Well-organized
- § Ability to multi-task
- § Good people skills



<b>Position Title:</b>	SEC Innovation Analyst I
<b>Plantilla Item No.:</b>	Aa-29-2024
<b>Salary Grade (Monthly Salary):</b>	14 (Php 45990.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Chairperson) (PHILIFINTECH Innovation Office)

**QUALIFICATION STANDARDS**

**Education:**

Bachelor's Degree in any of the following:

- § Public/Business/ Office Administration
- § Accountancy / Finance
- § Sociology
- § Human Resources
- § Psychology
- § Economics
- § Engineering
- § Computer Sciences
- § And any business-related courses or arts and sc

**Training:**

16 hours training relevant to the functions of the position and other learning and development interventions relevant to the functions of the position

**Experience:**

Not required

**Eligibility:**

Career Service (Professional) or any Second Level Eligibility

**Competencies:**

Core Competencies

- § With integrity
- § Ability to work with minimal supervision
- § Team player and can work effectively and harmoniously with co-workers
- § Very good verbal and written communication skills
- § Detail-oriented
- § Computer and digital literate

Organizational Competencies

- § Leadership and Organizational Development (OD) skills
- § With ability to organize, lead and manage team and supervise work of others
- § Very good decision making and analytical skills
- § Skills in planning work schedule

Functional Competencies

- § Proficient knowledge and skills of the laws and regulations being implemented by the SEC especially those pertaining to Fintech products and innovations
- § Ability to work under strict time deadlines
- § Very good research skills
- § Basic understanding on capital market functions
- § Sustainability to perform the duties and responsibilities enumerated in the Job Description of the position
- § Well-organized
- § Ability to multi-task
- § Good people skills



<b>Position Title:</b>	Supervising Securities Review Counsel (Anticipated Vacancy)
<b>Plantilla Item No.:</b>	BGC-3a-3-2022
<b>Salary Grade (Monthly Salary):</b>	22 (Php 79024.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the General Counsel) (Legislative Liaison Division)

**QUALIFICATION STANDARDS**

**Education:**

Bachelor of Laws (LLB)/ Juris Doctor (JD)

**Training:**

60 hours relevant training, and other learning and development interventions

**Experience:**

3 years relevant/related experience such as drafting of pleadings, contracts, decisions, opinions, corporate documents; legal research; investigation/litigation; processing of corporate documents; interpretation of law; and 2 years of supervisory/ management work experience

**Eligibility:**

RA 1080 (BAR)

**Competencies:**

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimum supervision
- Excellent oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills
- Skills in planning work schedules

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Familiarity with current softwares/systems and application for registrations, licensing, monitoring and supervision of players in the capital market
- Can effectively conduct administrative hearings
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Confidential Assistant III
<b>Plantilla Item No.:</b>	BGC-CS-20-2024
<b>Salary Grade (Monthly Salary):</b>	13 (Php 42982.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Commission Secretary)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Public/Business/ Office Administration Management
- Sociology
- Human Resources
- Psychology
- Economics
- Engineering
- Computer Sciences
- And any business-related courses or arts and sciences courses

### Training:

8 hours of training relevant to the job and other learning and development interventions relevant to the functions of the position

### Experience:

1 year relevant/related experience in office management

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Good interpersonal skills, team player and can work effectively and harmoniously with co-worker
- Ability to work with minimal supervision
- Good verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented, well organized, and able to file documents according to established SEC procedures and document management standards.

Computer and digital literate

Organizational Competencies

- Ability to provide accurate information
- Good multi-tasking skills
- Good coordinating skills
- Good customer relations skills

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Familiarity with current software/systems applications for registration, licensing, monitoring and supervision of players in the capital market
- Ability to work under strict time deadlines
- Maintain high level of confidentiality in the performance of duties
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Information Officer III
<b>Plantilla Item No.:</b>	BGC-CS-21-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Commission Secretary) (Creative Design and Production Unit, Corporate Communication Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Communication Arts
- Journalism
- Public Relations
- Media Studies
- Business
- Economics
- And other social sciences courses and other related courses

### Training:

24 hours relevant training in any or combination of the following: development communication, media management, financial and capital markets, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

2 years relevant/related experience in communication and mass media including social media management, capital market industry, corporate sector or government service

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills

#### Functional Competencies

- Basic knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position





<b>Position Title:</b>	SEC Information Officer III
<b>Plantilla Item No.:</b>	BGC-CS-23-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Commission Secretary) (Media Relations and Editorial Unit, Corporate Communication Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Communication Arts
- Journalism
- Public Relations
- Media Studies
- Business
- Economics
- And other social sciences courses and other related courses

### Training:

24 hours relevant training in any or combination of the following: development communication, media management, financial and capital markets, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

2 years relevant/related experience in communication and mass media including social media management, capital market industry, corporate sector or government service

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills

Functional Competencies

- Basic knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Information Officer IV
<b>Plantilla Item No.:</b>	BGC-CS-24-2024
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Commission Secretary) (Digital Communication Unit, Corporate Communication Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Communication Arts
- Development Communication
- Journalism
- Media Studies
- Advertising Marketing
- Business
- Economics
- and other social sciences courses and other related courses

### Training:

40 hours relevant training in any or a combination of the following: development communication, media management, financial and capital markets, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

At least 3 years of relevant experience in any or a combination of the following: communication and mass media, social media management, investor education, capital market industry, corporate sector or government service.

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with co-workers;
- Ability to work with minimal supervision;
- Very good oral and written communication skills;
- Ability to work quickly and make appropriate actions under pressure;
- Very good presentation skills;
- Computer and digital literate

Organizational Competencies

- Very good leadership and organizational development skills;
- With ability to lead, organize and manage team and supervise work of others;
- Very good decision-making and analytical skills.

Functional Competencies

- Proficient knowledge of the laws, regulations and programs being implemented by the SEC;
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position.



<b>Position Title:</b>	Securities Counsel II
<b>Plantilla Item No.:</b>	BGC-CS12-2017
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Commission Secretary) (Legal Services Unit, Commission Secretariat Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor of Laws (LLB)/ Juris Doctor (JD)

### Training:

48 hours relevant training in any or combination of the following: securities law, capital markets, corporation law, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

1 year relevant/related experience such as legal research and counseling, drafting of pleadings, contracts, decisions, opinions, corporate documents; investigation/; processing of corporate documents; interpretation of law.

### Eligibility:

RA 1080 (BAR)

### Competencies:

#### Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills
- Skills in planning work schedules

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Supervising Administrative Officer
<b>Plantilla Item No.:</b>	BGC-CS-22-2024
<b>Salary Grade (Monthly Salary):</b>	22 (Php 79024.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Office of the Commission Secretary) (Technical Support Unit, Commission Secretariat Division)

## QUALIFICATION STANDARDS

### Education:

Relevant Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Law
- Public/ Business/ Office Administration
- Social/Behavioural Science
- Economics
- Engineering
- And any business-related courses or arts and sciences courses

### Training:

60 hours relevant training in any or combination of the following: capital markets, corporation law, development communication, media relations, general management, and other learning and development interventions relevant to the functions of the position

### Experience:

4 years relevant/related experience in any or combination of the following: communication, advocacy, counseling, preferably relating to corporate sector and capital market; and 2 years of supervisory/ management work experience

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Excellent presentation skills
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills
- Skills in planning work schedule

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	Securities Counsel II (Anticipated Vacancy)
<b>Plantilla Item No.:</b>	E-1f-8-2022
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Enforcement and Investor Protection Department) (Cyber and Forensics Division )

## QUALIFICATION STANDARDS

### Education:

Bachelor of Laws (LLB)/ Juris Doctor (JD)

### Training:

48 hours relevant training in any or combination of the following: securities law, capital markets, corporation law, general management, and other learning and development interventions relevant to the functions of the position.

### Experience:

1 year relevant/related experience such as legal research and counseling, drafting of pleadings, contracts, decisions, opinions, corporate documents; investigation/; processing of corporate documents; interpretation of law.

### Eligibility:

RA 1080 (BAR)

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills
- Skills in planning work schedules

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Can effectively review and validate financial and audit works
- Able to assess, interpret and apply accounting principles and standards to different problems
- Basic understanding on capital market functions
- Possess up to date technical knowledge on financial reporting and auditing requirements
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Psychologist
<b>Plantilla Item No.:</b>	F-1c-24-2024
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Health Services Unit, Office of the Director)

## QUALIFICATION STANDARDS

### Education:

Master's Degree in Psychology

### Training:

40 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs

### Experience:

4 years of relevant experience involving the delivery of psychological services

### Eligibility:

RA 1080 (Registered Psychologist)

### Competencies:

#### Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Very good verbal and written communication skills
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Good decision making and analytical skills
- Ability to work quickly and make appropriate decisions under pressure

#### Functional Competencies

- Familiarity with current software/systems applications for registrations, licensing, monitoring and supervision of players in the capital market
- Diagnostic ability and manual skills
- Self-discipline
- Active member of the Psychological Association of the Philippines and other Professional/ government organization
- Excellent interpersonal skills
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Supervising Talent Acquisition Officer
<b>Plantilla Item No.:</b>	F-1c-14-2022
<b>Salary Grade (Monthly Salary):</b>	22 (Php 79024.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Recruitment, Selection and Placement Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Relevant Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Law
- Public/ Business/ Office Administration
- Social/Behavioural Science
- Education, social sciences and related courses
- Economics
- Engineering
- And any so

### Training:

60 hours relevant training in any or combination of the following: development communication, CSC rules and regulations, recruitment, selection, and placement, workforce planning, general management, and other learning and development interventions relevant to the functions of the position

### Experience:

4 years relevant/related experience in any or combination of the following: recruitment, selection, and placement, work force planning, data analytics, and other human resources related function, and 2 years of supervisory/ management work experience

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Excellent presentation skills
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills
- Skills in planning work schedule

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position





<b>Position Title:</b>	SEC Talent Acquisition Assistant II
<b>Plantilla Item No.:</b>	F-1c-25-2024
<b>Salary Grade (Monthly Salary):</b>	10 (Php 35086.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Recruitment, Selection and Placement Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Public/Business/ Office Administration
- Management
- Sociology
- Human Resources
- Psychology
- Economics
- Engineering
- Computer Sciences
- And other social sciences courses and other related courses

### Training:

8 hours relevant training in general management, and other learning and development interventions relevant to the functions of the position

### Experience:

1 year relevant/related experience in records management including electronic records administration and preferably with experience in human resources related functions such as recruitment, selection, and placement, work force planning, and data analytics

### Eligibility:

Career Service (Sub-Professional) or any First Level Eligibility

### Competencies:

Core Competencies

- With integrity
- Good interpersonal skills, team player and can work effectively and harmoniously with co-worker
- Ability to work with minimal supervision
- Good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Good multi-tasking skills
- Good customer relations skills
- Ability to work under strict time deadlines

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Talent Acquisition Assistant II
<b>Plantilla Item No.:</b>	F-1c-26-2024
<b>Salary Grade (Monthly Salary):</b>	10 (Php 35086.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Recruitment, Selection and Placement Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Public/Business/ Office Administration
- Management
- Sociology
- Human Resources
- Psychology
- Economics
- Engineering
- Computer Sciences
- And other social sciences courses and other related courses

### Training:

8 hours relevant training in general management, and other learning and development interventions relevant to the functions of the position

### Experience:

1 year relevant/related experience in records management including electronic records administration and preferably with experience in human resources related functions such as recruitment, selection, and placement, work force planning, and data analyst

### Eligibility:

Career Service (Sub-Professional) or any First Level Eligibility

### Competencies:

Core Competencies

- With integrity
- Good interpersonal skills, team player and can work effectively and harmoniously with co-worker
- Ability to work with minimal supervision
- Good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Good multi-tasking skills
- Good customer relations skills
- Ability to work under strict time deadlines

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Compensation and Benefits Officer V
<b>Plantilla Item No.:</b>	F-1c-28-2024
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Rewards and Recognition Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Accountancy
- Finance
- Business Administration
- Economics
- Public/ Business Administration
- Management
- Mathematics
- Computer Science
- And any social science courses or arts and sciences courses

### Training:

48 hours relevant training in any or combination of the following: records management, CSC rules and regulations, general management, and other learning and development interventions in human resources relevant to the functions of the position

### Experience:

3 years relevant/related experience in any of the following: research methods related to workplace productivity and management, along with prior engagement in employee motivation initiatives, benchmarking on compensation and benefits, and policy making.

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Ability to work with minimal supervision
- Very good verbal and written communication skills
- Ability to work quickly and make appropriate decisions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Very good decision making and analytical skills
- Very good planning skills

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Very good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Compensation and Benefits Officer IV
<b>Plantilla Item No.:</b>	F-1c-29-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Rewards and Recognition Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Accountancy
- Finance
- Business Administration
- Economics
- Public/ Business/ Office Administration
- Management
- Mathematics
- Computer Science
- Education, social sciences and related courses
- Psychology

### Training:

24 hours relevant training in any or combination of the following: records management, CSC rules and regulations, general management, rewards and recognition, and other learning and development interventions in human resources relevant to the functions of the position

### Experience:

3 years relevant/related in research methods related to workplace productivity and management, along with prior engagement in employee motivation initiatives, and compensation and benefits benchmarking.

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Very good verbal and written communication skills
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Ability to work quickly and make appropriate decisions under pressure
- Very good planning skills
- Very good decision making and analytical skills

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Employee Services Officer V
<b>Plantilla Item No.:</b>	F-1c-30-2024
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Employee Services Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Accountancy
- Finance
- Business Administration
- Economics
- Public/ Business/ Office Administration
- Management
- Mathematics
- Computer Science
- Education, social sciences and related courses
- Psychology

### Training:

48 hours relevant training in any or combination of the following: CSC rules and regulations, general management, leave administration, timekeeping, processing of government mandated benefits, employee relations, records management, and managing , facilitating , and coordinating employee engagement activities.

### Experience:

3 years relevant/related experience in leave administration, timekeeping, processing of government mandated benefits, employee relations, records management, and managing , facilitating , and coordinating employee engagement activities.

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Very good verbal and written communication skills
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Ability to work quickly and make appropriate decisions under pressure
- Very good planning skills
- Very good decision making and analytical skills

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Employee Services Officer IV
<b>Plantilla Item No.:</b>	F-1c-31-2024
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Employee Services Unit, Human Resources Management Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Information Technology
- Statistics
- Economics
- Management
- Mathematics
- Psychology
- Behavioral science and related courses
- And any social sciences courses or arts and sciences courses

### Training:

24 hours relevant training in any or combination of the following: records management, CSC rules and regulations, general management, data analytics, and other learning and development interventions relevant to the functions of the position

### Experience:

3 years relevant/related experience in infographics/ communications, analyzing, gathering, and interpreting data / report trends, and knowledgeable in HR Information Systems and Information Technology

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Very good verbal and written communication skills
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Ability to work quickly and make appropriate decisions under pressure
- Very good planning skills
- Very good decision making and analytical skills

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position





<b>Position Title:</b>	SEC Assistant Director
<b>Plantilla Item No.:</b>	F-1a-1
<b>Salary Grade (Monthly Salary):</b>	25 (Php 99517.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Relevant Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Business
- Finance
- Economics
- Accountancy
- Public/Business Administration
- Information Technology
- Psychology
- Statistics
- Engineering
- And other social sciences courses and arts and sciences courses

### Training:

80 hours of training in any or all of the following supervisory/management learning and development interventions:

- Strategic Planning and Management;
- Managerial Leadership;
- Strategic and Critical Thinking;
- Strategic Decision-Making;
- Coaching and Mentoring for Leaders;
- Stress Management;
- Change Management;
- Monitoring and Evaluation/Results-Based Monitoring;
- Risk Management;
- Knowledge Management for Leaders;
- Project Development and Management and Monitoring;
- Performance and Results Management;
- Leadership Series;
- 7 Habits of Highly Effective Government Leaders;
- Managers Role in Capacity Building;
- Succession Management;
- Supervisory Development Course/Program;
- Other related Leadership trainings; and other learning and development intervention

### Experience:

5 years of experience in human resource management and in learning and development and 4 years of supervisory/ management work experience

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

§ With integrity

§ Very good interpersonal skills, team player and can work effectively and harmoniously with co-worker





- § Ability to work with minimal supervision
- § Excellent verbal and written communication skills
- § Ability to work quickly and make appropriate actions under pressure
- § Excellent presentation skills
- § Detail-oriented
- § Computer and digital literate

#### Organizational Competencies

- § Leadership and Organizational Development (OD) skills
- § With ability to organize, lead and manage team and supervise work of others
- § Good decision making and analytical skills
- § Skills in planning work schedules

#### Functional Competencies

- § Advanced knowledge and skills of the laws and regulations being implemented by the SEC
- § Excellent strategic planning skills, specifically, information system strategic planning
- § Ability to work under strict time deadlines
- § Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Supervising Learning and Development Officer
<b>Plantilla Item No.:</b>	F-1a-9-2024
<b>Salary Grade (Monthly Salary):</b>	22 (Php 79024.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Learning and Development Unit, Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Relevant Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Public/Business Administration
- Psychology
- Human Resource Management
- Organizational Development
- Education
- Communications
- And other social sciences

### Training:

60 hours of relevant training in human resource management, human capital development or organization development and other learning and development interventions relevant to the functions of the position

### Experience:

4 years relevant/related experience in any or combination of the following: communication, advocacy, counseling, preferably relating to corporate sector and capital market; and 2 years of supervisory/ management work experience

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Excellent presentation skills
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills
- Skills in planning work schedule

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Learning and Development Officer II
<b>Plantilla Item No.:</b>	F-1a-10-2024
<b>Salary Grade (Monthly Salary):</b>	16 (Php 52654.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Learning and Development Unit, Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Library Science
- Psychology
- Sociology
- Human Resources
- Public/ Business/ Office Administration

Management

- Finance
- Mathematics
- Computer Science
- Social/Behavioral Sciences
- And other social sciences courses and other related courses

### Training:

16 hours of training in training management, human resource management, human capital development or organization development and other learning and development interventions relevant to the functions of the position

### Experience:

2 years relevant/related experience in learning and development that involves the implementation of competency-based HR systems, training facilitation, program coordination and scholarship services

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good verbal and written communication skills
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Good decision making and analytical skills
- Ability to work quickly and make appropriate decisions under pressure

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Familiarity with current software/systems applications for registrations, licensing, monitoring and supervision of players in the capital market
- Well-organized
- Good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Knowledge Management Officer IV
<b>Plantilla Item No.:</b>	F-2b-21-2024
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Knowledge Management and Information Services Unit, Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Library Science
- Public/Business Administration
- Psychology
- Organizational Development
- Education
- Communications
- Development Communications
- And other social sciences courses and arts and sciences co

### Training:

48 hours of training in training management, human resource management, human capital development or organization development

### Experience:

3 years relevant experience in library science, information science, knowledge management or related roles

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Ability to work with minimal supervision
- Very good verbal and written communication skills
- Ability to work quickly and make appropriate decisions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Very good decision making and analytical skills
- Very good planning skills

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Very good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Information Officer III
<b>Plantilla Item No.:</b>	F-2b-7
<b>Salary Grade (Monthly Salary):</b>	18 (Php 60286.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Knowledge Management and Information Services Unit, Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Communication Arts
- Development Communications
- Journalism
- Public Relations
- Media Arts/Studies
- And other social sciences courses and other related courses

### Training:

24 hours relevant training in any or combination of the following: development communication, multimedia management, infographics and other learning and development interventions relevant to the functions of the position.

### Experience:

2 years relevant/related experience in communication, writing news/feature articles/newsletters, and mass media including social media management, multimedia content development

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Team player and can work effectively and harmoniously with co-workers
- Ability to work with minimal supervision
- Very good oral and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Very good decision making and analytical skills

Functional Competencies

- Basic knowledge and skills of the laws and regulations being implemented by the SEC
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Performance Management Officer IV
<b>Plantilla Item No.:</b>	F-1a-12-2024
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Strategic Performance Management System Unit, Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Public/Business Administration
- Psychology
- Human Resource Management
- Organizational Development
- Education
- Communications
- Development Communications
- And other social sciences courses and arts and sciences courses

### Training:

48 hours relevant training in performance management, human resource management, human capital development or organization development

### Experience:

3 years relevant/related experience in human resource management that involves implementation of competency-based HR systems

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Ability to work with minimal supervision
- Very good verbal and written communication skills
- Ability to work quickly and make appropriate decisions under pressure
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Very good decision making and analytical skills
- Very good planning skills

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Very good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Performance Management Assistant II
<b>Plantilla Item No.:</b>	F-1a-15-2024
<b>Salary Grade (Monthly Salary):</b>	10 (Php 35086.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Human Resources Department) (Strategic Performance Management System Unit, Organizational Development Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Public/Business Administration
- Psychology
- Human Resource Management
- Organizational Development
- Education
- Communications
- Development Communications
- And other social sciences courses and arts and

### Training:

8 hours relevant training in performance management, human resource management, human capital development or organization development

### Experience:

1 year relevant/related experience in human resource management that involves implementation of competency-based HR systems

### Eligibility:

Career Service (Sub-Professional) or any First Level Eligibility

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Very good verbal and written communication skills
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Ability to work quickly and make appropriate decisions under pressure
- Very good planning skills
- Very good decision making and analytical skills

Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position





<b>Position Title:</b>	SEC Director II
<b>Plantilla Item No.:</b>	F-4-2024
<b>Salary Grade (Monthly Salary):</b>	26 (Php 130106.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Management Services Department) (Office of the Director)

## QUALIFICATION STANDARDS

### Education:

Master's Degree or its equivalent; and Bachelor's Degree in any of the following:

- Business
- Finance
- Accountancy
- Public/Business Administration
- Engineering
- And other social sciences courses and related disciplines

### Training:

100 hours of training in any or all of the following supervisory/management learning and development interventions:

- Strategic Planning and Management;
- Managerial Leadership;
- Strategic and Critical Thinking;
- Strategic Decision-Making;
- Coaching and Mentoring for Leaders;
- Stress Management;
- Change Management;
- Monitoring and Evaluation/Results-Based Monitoring;
- Risk Management;
- Knowledge Management for Leaders;
- Project Development and Management and Monitoring;
- Performance and Results Management;
- Leadership Series;
- 7 Habits of Highly Effective Government Leaders;
- Managers Role in Capacity Building;
- Succession Management;
- Supervisory Development Course/Program; and
- Other related supervisory/management training and other learning and development intervention

### Experience:

7 years experience in administrative and government procurement management; 5 years of which must be in a supervisory/ management work experience

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with co-worker
- Ability to work with minimal supervision
- Excellent verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Excellent presentation skills
- Detail-oriented
- Computer and digital literate



#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Good decision making and analytical skills
- Skills in planning work schedules

#### Functional Competencies

- Advanced knowledge and skills of the laws and regulations being implemented by the SEC
- Project management skills
- Excellent strategic planning skills, specifically, information system strategic planning
- Technology forecasting skills
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	Securities Counsel II
<b>Plantilla Item No.:</b>	F-1c-2017
<b>Salary Grade (Monthly Salary):</b>	20 (Php 69019.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Management Services Department) (Office of the Director)

## QUALIFICATION STANDARDS

### Education:

Bachelor of Laws (LLB)/ Juris Doctor (JD)

### Training:

48 hours training broken down into: 24 hours in any or combination of the following: securities law, capital markets, corporation law, and related fields; and 24 hours in any or combination of government procurement law, new national building code, cyber-security, e-commerce, and similar disciplines

### Experience:

1 year relevant/related experience such as legal research and counseling, drafting of pleadings, contracts, decisions, opinions, corporate documents; investigation/; processing of corporate documents; interpretation of law.

### Eligibility:

RA 1080 (BAR)

### Competencies:

#### Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with co-worker
- Ability to work with minimal supervision
- Excellent verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Excellent presentation skills
- Detail-oriented
- Computer literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- With ability to organize, lead and manage team and supervise work of others
- Good decision making and analytical skills
- Skills in planning work schedules

#### Functional Competencies

- Advanced knowledge and skills of the laws and regulations being implemented by the SEC
- Project management skills
- Excellent strategic planning skills, specifically, information system strategic planning
- Technology forecasting skills
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Confidential Assistant III
<b>Plantilla Item No.:</b>	F-1c-33-2024
<b>Salary Grade (Monthly Salary):</b>	13 (Php 42982.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Management Services Department) (Office of the Director)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Public/Business/ Office Administration
- Management
- Sociology
- Human Resources
- Psychology
- Economics
- Engineering
- Computer Sciences
- And other social sciences courses and other related courses

### Training:

8 hours of training relevant to the job and other learning and development interventions relevant to the functions of the position

### Experience:

1 year relevant/related experience in office management

### Eligibility:

Career Service (Professional) or any Second Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Good interpersonal skills, team player and can work effectively and harmoniously with co-worker
- Ability to work with minimal supervision
- Good verbal and written communication skills
- Ability to work quickly and make appropriate actions under pressure
- Detail-oriented, well organized, and able to file documents according to established SEC procedures and document management standards.
- Computer and digital literate

#### Organizational Competencies

- Ability to provide accurate information
- Good multi-tasking skills
- Good coordinating skills
- Good customer relations skills

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Familiarity with current software/systems applications for registration, licensing, monitoring and supervision of players in the capital market
- Ability to work under strict time deadlines
- Maintain high level of confidentiality in the performance of duties
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Procurement Management Officer III
<b>Plantilla Item No.:</b>	F-1e-9-2024
<b>Salary Grade (Monthly Salary):</b>	16 (Php 52654.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Management Services Department) (Procurement Unit, Supply Chain Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Accountancy
- Finance
- Economics
- Public/ Business Administration
- Management
- Mathematics
- Computer Science; and
- And any social sciences courses or arts and sciences courses

### Training:

16 hours trainings in contract law, procurement law, and related fields.

### Experience:

2 years of experience related to procurement and contract management in public institutions.

### Eligibility:

Career Service (Professional) or any Second or Third Level Eligibility or RA 1080

### Competencies:

#### Core Competencies

- With integrity
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Very good verbal and written communication skills
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Ability to work quickly and make appropriate decisions under pressure
- Very good planning skills
- Very good decision making and analytical skills

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- Good customer service skills
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position



<b>Position Title:</b>	SEC Administrative Officer I
<b>Plantilla Item No.:</b>	F-1d-28-2024
<b>Salary Grade (Monthly Salary):</b>	11 (Php 37541.00)
<b>Place of Assignment: (Department) (Division)</b>	Head Office (Management Services Department) (Safety, Security and Environment Unit, General Services Division)

## QUALIFICATION STANDARDS

### Education:

Bachelor's Degree in any of the following:

- Accountancy
- Finance
- Business
- Economics
- Public/ Business/ Office Administration
- Management
- Mathematics
- Computer Science
- And any social sciences courses or arts and sciences courses

### Training:

8 hours of relevant training in any or combination of the following: records management, procurement law, CSC rules and regulations, general management, securities law, capital markets, corporation law, and other learning and development interventions relevant to the functions of the position

### Experience:

1 year relevant/related experience in records/ office management including electronic records administration

### Eligibility:

Career Service (Sub-Professional) or any First Level Eligibility

### Competencies:

#### Core Competencies

- With integrity
- Good verbal and written communication skills
- Very good interpersonal skills, team player and can work effectively and harmoniously with coworkers
- Ability to work with minimal supervision
- Detail-oriented
- Computer and digital literate

#### Organizational Competencies

- Leadership and Organizational Development (OD) skills
- Good multi-tasking skills
- Good analytical skills
- Good customer service skills
- Ability to work quickly and make appropriate decisions under pressure

#### Functional Competencies

- Proficient knowledge and skills of the laws and regulations being implemented by the SEC
- Well-organized
- With knowledge in records archival and records disposal management
- With knowledge in electronic records database management
- Ability to work under strict time deadlines
- Suitability to perform the duties and responsibilities enumerated in the Job Description of the position