



*Kaagapay ng Komunidad sa Maginhawang Pamumuhay*

TO : ALL EMPLOYEES  
FROM : THE PRESIDENT & CEO  
DATE : 19 DECEMBER 2023  
REFERENCE : HR – 2023 – 111  
SUBJECT : VACANT POSITION AS OF 19 DECEMBER 2023

Please be informed of the vacant plantilla position below and its corresponding qualification requirements:

ITEM NO.	JG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
56	11 (SG 20)	Supervising Mortgage Specialist (Supervising Accounts Specialist)	OVPLLPMVG to be assigned under Corporate Accounting Department	Certified Public Accountant; Bachelor's degree in Accountancy	3 years of work experience	16 hours of relevant training

If interested, kindly submit an **application letter with updated resume, Transcript of Records, and training certificates** which will aid HRDD in the evaluation of your application. Deadline for submission of application is five working days from date of posting.

SHFC's Recruitment and Promotion policies follow the principle of Equal Opportunity: there shall be no discrimination towards any applicant or employee on account of age, sex, civil status, religion, disability, ethnicity, or political affiliation.

For further queries, you may contact HRDD at (0917) 561 7280 / (0956) 099 9912 or shfc.recruitment3@gmail.com.

*f. J. L. 1/2/24*  
**FEDERICO A. LAXA**  
President & CEO *N*

