



*Kaagapay ng Komunidad sa Maginhawang Pamumuhay*

TO : ALL EMPLOYEES  
 FROM : THE PRESIDENT & CEO  
 DATE : 09 JULY 2024  
 REFERENCE : HR – 2024 – 122  
 SUBJECT : VACANT POSITION AS OF 09 JULY 2024

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

ITEM NO.	JG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
240	12 (SG 22)	<b>Chief Planning Officer</b>	Corporate Planning Department	Master’s degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/ management experience	40 hours of supervisory/ management learning and development intervention

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](mailto:shfc.recruitment3@gmail.com).

**FEDERICO A. LAXA**

President & CEO

