

TO : **ALL EMPLOYEES**
 FROM : **THE PRESIDENT & CEO**
 DATE : **15 JANUARY 2025**
 REFERENCE : **HR – 2025 – 133**
 SUBJECT : **VACANT POSITIONS AS OF 15 JANUARY 2025**

Please be informed of the vacant plantilla positions below and their corresponding qualification requirements:

ITEM NO.	JG	POSITION	DIV./DEPT.	EDUCATION	EXPERIENCE	TRAINING
124	11 (SG 18)	Senior Accounts Specialist	OVP-LPG / Caraga Branch to be assigned under Accounts Management Cluster	Bachelor's degree relevant to the job	2 years of relevant work experience	8 hours of relevant training
89	12 (SG 22)	Division Chief III	Accounts Management Cluster	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.


FEDERICO A. LAXA
President & CEO