

PHILIPPINE BIDDING DOCUMENTS



**Project No. 2024-01: Provision
of Workforce and General
Services to SHFC for One (1)
Year**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders	10
1. Scope of Bid	11
2. Funding Information	11
3. Bidding Requirements	11
The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders	11
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	12
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	14
15. Sealing and Marking of Bids	14
16. Deadline for Submission of Bids	14
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	15
20. Post-Qualification	16
21. Signing of the Contract	16
Section III. Bid Data Sheet	17
Section IV. General Conditions of Contract	20
1. Scope of Contract	21
2. Advance Payment and Terms of Payment	21
3. Performance Security	21
4. Inspection and Tests	21
5. Warranty	22
6. Liability of the Supplier	22
Section V. Special Conditions of Contract	23
Section VI. Schedule of Requirements	25
Section VII. Technical Specifications	26
Section VIII. Checklist of Technical and Financial Documents	123

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

INVITATION TO BID FOR PROJECT NO. 2024-01: PROVISION OF WORKFORCE AND GENERAL SERVICES TO SHFC FOR ONE (1) YEAR

1. The *Social Housing Finance Corporation*, through the *Corporate Operating Budget FY2024* intends to apply the sum of **Three Hundred Seventy Six Million Nine Hundred Seventy Six Thousand Four Hundred Thirty Pesos and Thirty Six Cents (P376,976,430.36)** being the ABC to payments under the contract for *Project No. 2024-01*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Social Housing Finance Corporation* now invites bids for the above Procurement Project. Delivery of the Goods is required for One (1) year. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *Social Housing Finance Corporation* and inspect the Bidding Documents at the address given below during *9:00 a.m. to 4:00 p.m.*.
5. A complete set of bidding documents may be acquired, **FREE OF CHARGE**, by interested Bidders on January 12, 2024, from the following websites: www.philgeps.gov.ph and www.shfc.dhsud.gov.ph/Procurement.html; however, a participating bidder is required to pay the applicable fee for bidding documents in the amount of **P50,000.00**, pursuant to the latest guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means..

It can also be downloaded for free from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and the entity doing the buying, as long as bidders pay the required fee for the bidding documents by February 5, 2024, for their bids to be accepted.

6. The *Social Housing Finance Corporation* will hold a Pre-Bid Conference on *January 24, 2024, 10:00 a.m.* at *SHFC Board Room, 5th Floor, BDO Plaza 8737 Paseo de Roxas, Makati City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 9:50 a.m., February 5, 2024. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *February 5, 2024, 10:00 a.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Social Housing Finance Corporation* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

PAULO SHERWIN P. DUMAN
Bids and Awards Committee – Secretariat Head
3rd Floor, 8737 BDO Plaza, Paseo de Roxas, Makati City
pduman.procurement@gmail.com
(02) 8817-3168
<https://shfc.dhsud.gov.ph>
12. You may visit the following websites:

For downloading of Bidding Documents: *<https://shfc.dhsud.gov.ph/Procurement.html>*

January 11, 2024



ATTY. LEO B. DEOCAMPO
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, *Social Housing Finance Corporation* wishes to receive Bids for the *Provision of Workforce and General Services to SHFC for One (1) Year*, with identification number *Project No. 2024-01*.

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Corporate Operating Budget FY2024* in the amount of ***Three Hundred Seventy Six Million Nine Hundred Seventy Six Thousand Four Hundred Thirty Pesos and Thirty Six Cents (₱376,976,430.36)***.

2.2. The source of funding is the Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *120 calendar days from the date of opening of bid which is on February 5, 2024..* Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause																																																	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Contracts for the provision of workforce and general services for various facilities (businesses, commercial or industrial), for contract of services for personnel.</p> <p>b. Completed within Two (2) years prior to the deadline for the submission and receipt of bids.</p>																																																
7.1	<i>Not applicable.</i>																																																
12	The price of the Goods shall be quoted in Philippine Pesos (₱) or the applicable International Commercial Terms (INCOTERMS) for this Project.																																																
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:																																																
	a. The amount of not less than ₱7,539,528.61 (2%) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or																																																
	b. The amount of not less than ₱18,848,821.52 (5%) if bid security is in Surety Bond.																																																
19.3	<p>The Approved Budget for the Contract (ABC) is ₱376,976,430.36. Any Bids received in excess of the total ABC shall not be accepted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Lot 1</th> <th style="text-align: center;">780</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.1</td> <td style="text-align: center;">Janitorial Services</td> <td style="text-align: center;">35</td> </tr> <tr> <td style="text-align: center;">1.2</td> <td style="text-align: center;">General Services</td> <td style="text-align: center;">84</td> </tr> <tr> <td></td> <td>Messenger</td> <td style="text-align: center;">7</td> </tr> <tr> <td></td> <td>Driver</td> <td style="text-align: center;">47</td> </tr> <tr> <td></td> <td>Master Electrician</td> <td style="text-align: center;">1</td> </tr> <tr> <td></td> <td>Carpenter</td> <td style="text-align: center;">1</td> </tr> <tr> <td></td> <td>Clerk</td> <td style="text-align: center;">28</td> </tr> <tr> <td style="text-align: center;">1.3</td> <td style="text-align: center;">Technical Staff</td> <td style="text-align: center;">661</td> </tr> <tr> <td></td> <td>Technical Staff 1</td> <td style="text-align: center;">62</td> </tr> <tr> <td></td> <td>Technical Staff 2</td> <td style="text-align: center;">62</td> </tr> <tr> <td></td> <td>Technical Staff 3</td> <td style="text-align: center;">160</td> </tr> <tr> <td></td> <td>Technical Staff 4</td> <td style="text-align: center;">147</td> </tr> <tr> <td></td> <td>Technical Staff 5</td> <td style="text-align: center;">80</td> </tr> <tr> <td></td> <td>Technical Staff 6</td> <td style="text-align: center;">100</td> </tr> <tr> <td></td> <td>Technical Staff 7</td> <td style="text-align: center;">50</td> </tr> </tbody> </table>	Lot 1		780	1.1	Janitorial Services	35	1.2	General Services	84		Messenger	7		Driver	47		Master Electrician	1		Carpenter	1		Clerk	28	1.3	Technical Staff	661		Technical Staff 1	62		Technical Staff 2	62		Technical Staff 3	160		Technical Staff 4	147		Technical Staff 5	80		Technical Staff 6	100		Technical Staff 7	50
Lot 1		780																																															
1.1	Janitorial Services	35																																															
1.2	General Services	84																																															
	Messenger	7																																															
	Driver	47																																															
	Master Electrician	1																																															
	Carpenter	1																																															
	Clerk	28																																															
1.3	Technical Staff	661																																															
	Technical Staff 1	62																																															
	Technical Staff 2	62																																															
	Technical Staff 3	160																																															
	Technical Staff 4	147																																															
	Technical Staff 5	80																																															
	Technical Staff 6	100																																															
	Technical Staff 7	50																																															
20.1	<i>Valid and Updated Platinum PhilGEPS Registration Certificate</i>																																																
21.1	<ul style="list-style-type: none"> <i>SSS Clearance issued by the SSS Branch that covers the place where the bidder operates. If the Bidder has a branch in the city/municipality where the</i> 																																																

	<p><i>Procuring Entity is situated, the SSS Clearance must be issued by the local SSS Branch. or its equivalent document</i></p> <p><i>If the Bidder has a branch in the city where the Procuring Entity is situated, the following must be issued by the local Branch:</i></p> <ul style="list-style-type: none"><i>• Certificate of No Pending Case issued by the National Labor Relation Commission (NLRC) or its equivalent document</i><i>• Certificate of Good Standing issued by Home Development Mutual Fund or its equivalent document</i><i>• Certificate of Good Standing issued by the Philippine Health Insurance Corporation or its equivalent document</i>
--	---

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are:</p> <ol style="list-style-type: none"> 1. Ethel S. Bugho 2. Maria Alfonsa Vargas <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. <i>Provision of Insurance</i> b. <i>Annual Physical Examination</i> <p>Regular and Recurring Services –</p> <p>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.2	<i>Partial Payment is not allowed.</i>
4	Not Applicable.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivered, Weeks/Months
	Lot 1	780	Minimum of eight (8) hours a day and five (5) days a week for One Year Within 7 working days upon receipt of the Notice to Proceed.
1.1	Janitorial Services	35	
1.2	General Services	84	
	Messenger	7	
	Driver	47	
	Master Electrician	1	
	Carpenter	1	
	Clerk	28	
1.3	Technical Staff	661	
	Technical Staff 1	62	
	Technical Staff 2	62	
	Technical Staff 3	160	
	Technical Staff 4	147	
	Technical Staff 5	80	
	Technical Staff 6	100	
	Technical Staff 7	50	

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
	<p>The Provision of Workforce and General Services for Social Housing Finance Corporation (SHFC) for One (1) Year Contract located at BDO Plaza 8737 Paseo de Roxas, Makati City and such other offices, and other contingencies as may be determined from time to time.</p> <p>Management Responsibilities:</p> <p>It shall provide SHFC with Workforce and General Services for a contract period of (1) One year effective upon signing of contract.</p> <ul style="list-style-type: none"> a. Render, undertake and perform technical, encoding, clerical, messengerial, driving, janitorial, carpentry, electrical, and other allied services at the SHFC Head Office at BDO Plaza, Paseo de Roxas, Makati City and its branches/regional offices in Quezon City; Bacoor City, Cavite; Lucena City; Calapan City, Oriental Mindoro; Cauayan, Isabela; Naga City, Camarines Sur; Bacolod City, Negros Occidental; Tubigon, Bohol; Cebu City, Cebu; Iloilo City, Iloilo; Puerto Princesa City, Palawan; Roxas City, Capiz; San Carlos City, Negros Occidental; Tacloban City, Leyte; Butuan City, Agusan del Norte; Cagayan de Oro City, Misamis Oriental; Dipolog City; Gen. Santos City, South Cotabato; Davao City, Davao del Sur; Tagum City, Davao del Norte; Zamboanga City, Zamboanga del Sur, and other prospective branches, for a period of one (1) year; b. Existence in the workforce and general services agency business for at least five (5) years with at least ten (10) existing corporate clients; c. Proof of financial liquidity to service SHFC's requirement for a minimum period of one (1) year. Must have a Current Ratio of at least 1; d. Organizational structure showing positions and name of key officials and personnel as well as its company profile; 	

		<ul style="list-style-type: none"> e. SEC registered, licensed and with necessary equipment and supplies to operate a workforce agency; f. With main business office strategically located within Metro Manila; g. Complying with Workmen’s Compensation Law, Minimum Wage Law, Social Security Act of 1997 & Philhealth Contribution, 13th month Pay and other labor and social legislations; h. Complying with DO No. 18-02, Series of 2002 and DO No. 18-A, Series of 2011 of the Department of Labor and Employment; i. Ensures entitlement of personnel to all Labor and occupational safety and health standards; j. Cost proposal to be broken down into direct labor cost, indirect labor cost, including statutory benefits, administrative overhead and profit margin as a percentage of total monthly rate and 12% Value-Added Tax. (Use prescribed form, Attachment 1); k. Screening criteria and procedures including offsite or onsite trade test, written exams, initial and final interview, comprehensive background checking, complete medical, physical and drug test; l. Provide its employees with proper identification cards and uniform to be shouldered by the service provider; m. At least satisfactory level of performance throughout the term of the contract (as provided for in pages 30, (Other factors)); n. Payment of salaries and wages of personnel thru ATM; and, o. Housekeeping Plan for janitorial services inclusive of necessary equipment in accordance with the requirements of SHFC. p. SHFC may, depending on the requirement of the service, request the Service Agency to increase or decrease the number of the assigned personnel. q. Supply and install a biometric or face recognition terminal or mobile timekeeping application, whichever is applicable, in the SHFC offices together with the operating software. Repair and maintenance shall be done within 24 hours upon notice. 	
--	--	--	--

		<p>Scope of Work:</p> <ul style="list-style-type: none"> a. Comply with its obligation as employer imposed by the labor laws and other social legislations. b. Adhere to the basic reportorial requirement of SHFC such as but not limited to semi-monthly statement of account, accompanied by certified true copy of semi-monthly payroll including applicable deductions and photocopy of the breakdown and official receipt of personnel's mandatory contribution to SSS, Philhealth and HDMF. c. Ensure that all applicants prior to endorsement went through the proper screening procedures including offsite or onsite trade tests, written exams, initial and final interview, comprehensive background checking, complete medical, physical, neuro-psychiatric and drug test. d. Make available at all times relievers and/or replacements to ensure continuous and uninterrupted services in case of absence of its personnel. e. The service provider must allow their personnel to travel as required by the position and the personnel to be deployed must be willing to travel. f. Provide an account/servicing personnel to be deployed and hold office to SHFC for Head Office regardless of the number of employees deployed at no cost to SHFC;\nHowever, the service provider shall deploy an area coordinator for Visayas and Mindanao. <p>No apprentice shall be allowed as replacement.</p> <ul style="list-style-type: none"> g. Provide personnel to render overtime during rest days and holidays when required. h. Ensure that all its personnel shall follow the office rules and regulations of SHFC. i. Warrant that all its employees shall be in proper uniform with identification cards during all duty hours and that they shall be neat and appear generally presentable at all times. 	
--	--	--	--

		<ul style="list-style-type: none"> j. Answer directly to SHFC for the cost of any damage to or loss of SHFC’s property, or those for which the SHFC may be held responsible through the negligence or dishonesty of the service provider’s personnel. k. Have the exclusive charge, control and supervision over the work agreed upon given suggestion from SHFC with respect to the manner of rendering the service. l. Free SHFC from being answerable or accountable for any accident or injury of any kind, or death which may occur, or be sustained by any person caused by the employee of the service provider during his time of duty which is an unnecessary consequence in the performance of their work. <p>Other Factors</p> <p>That the service provider shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria. The performance criteria to be applied shall include, among others, the following:</p> <ul style="list-style-type: none"> (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports. <p>Before end of each year, SHFC shall conduct an assessment or evaluation of the performance of the service provider based on the set of performance criteria herein prescribed.</p> <p>Based on its assessment, SHFC may pre-terminate the contract for failure by the service provider to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the <i>Government Procurement Policy Board under Resolution No.018-2004 dated 22 December 2004 and Annex “I” of the Revised Implementing Rules and Regulation of R.A. No. 9184</i></p>	
	<p>JANITOR/ UTILITY (35 Personnel)</p>	<p><u>JANITOR/UTILITY (35 Personnel)</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Cleans, sweeps, mops, and polishes floors, conference rooms, and workstations; 2. Dusts, wipes, and polishes furniture, counters, and other office fixtures; 3. Cleans and disinfects toilets and washrooms; 	

		<p>4. Empties trash bins and ensures appropriate disposing of trash;</p> <p>5. Replenish supplies and refills water dispensers;</p> <p>6. Assists in setting-up furniture and materials for trainings, meetings, and other special activities; and</p> <p>7. Performs other functions that may be assigned by the from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> At least Senior High School graduate ▪ <i>Experience:</i> None required ▪ <i>Training:</i> None required <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Cleaning and maintenance procedures and techniques ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Average knowledge in administrative and clerical procedures ▪ Can multi-task and can follow instructions ▪ Good communication and interpersonal skills ▪ Responsive, hardworking, efficient, output-oriented, a team-player ▪ Can deal well with people of different backgrounds and adapt to a fast-paced working environment ▪ Can work with minimum supervision ▪ Able to work under pressure 	
	<p>MESSENGER (7 Personnel)</p>	<p><u>MESSENGER (7 Personnel)</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Renders messenger services and ensures that documents and similar items for delivery are received by the recipient in proper order; 2. Attends to and maintains records of incoming and outgoing communications in order to monitor and refer to appropriate Departments / Divisions when necessary; 3. Attends to the clerical work requirements of the Department/Division such as filing and routing in order to complete daily Department/Division tasks; 4. Assists in liaising work for the Department; 5. Receives and entertains visitors and phone calls; 	

		<p>6. Assists in the requisition/procurement, stockpiling, and distribution of office supplies, materials, and equipment; and</p> <p>7. Performs such functions that may be assigned from time to time by the Immediate Supervisor.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Senior High School graduate ▪ <i>Experience:</i> None required ▪ <i>Training:</i> None required <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Business Correspondence ▪ Office procedures and records management ▪ Reliable, honest, hardworking and willing to render overtime ▪ Familiar in computer applications such as MS Office (Word, PowerPoint, & Excel) ▪ Knowledge of roads and landmarks within the assigned area ▪ Can operate common office machines such as photocopiers, fax machines, and printers ▪ Dependable, trustworthy, and proactive ▪ Respects confidentiality of documents ▪ Tactful and effective in dealing with the public and other employees 	
	<p>DRIVER (47 Personnel)</p>	<p><u>DRIVER (47 Personnel)</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Drives SHFC service vehicles and ensures that passengers reach their destinations on time; 2. Practices defensive driving strategies, thereby avoiding accidents and placing safety of lives and properties foremost in driving; 3. Recommends repair, overhaul, and adjustment of automobile brake systems; 4. Recommends repair and replacement of defective ball joint suspensions, brake shoes, and wheel bearings; 5. Recommends installation and repair of air conditioners and service components such as compressors, condensers, and controls; 6. Recommends repair, replacement, and adjustment of defective carburetor parts and gasoline filters; 7. Monitors and maintains cleanliness of the assigned vehicles; 8. Reports to authorized officers any untoward incident related to the service vehicles and trip itineraries; 9. Performs other tasks necessary for a safe trip and good vehicle maintenance; and 10. Performs other functions that may be assigned from time to time by the Immediate Superior. <p>B. Qualification Standards</p>	

		<ul style="list-style-type: none"> ▪ <i>Education:</i> At least Senior High School graduate ▪ <i>Experience:</i> At least 2 years of driving experience with valid Professional Driver's License ▪ <i>Training:</i> None Required <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Vehicle machine and tool design, usage, maintenance, and repair ▪ Automatic and manual transmission vehicles' operation and features ▪ Applicable LTO rules and regulations and ordinances related to road safety ▪ Familiarity with road sign ▪ Safe driving principles and practices ▪ Time management skills ▪ Can recognize vehicle warning signs and maintenance needs ▪ Capable of interpreting road maps ▪ High level of courtesy and professionalism toward other motorists, passengers ▪ Disciplined, obedient, honest, dedicated, and trustworthy ▪ Reliable, can easily follow instructions, and willing to render overtime 	
	<p>MASTER ELECTRICIAN (1 Personnel)</p>	<p><u>MASTER ELECTRICIAN (1)</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Maintains current electrician's license or identification card to meet governmental regulations; 2. Connects wires to circuit breakers, transformers or other components; 3. Repairs or replaces wiring, equipment and fixtures using hand tools and power tools; 4. Assembles, installs, tests and maintains electrical or electronic wiring, equipment, appliances, apparatus and fixtures using hand tools and power tools; 5. Tests electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures using testing devices to ensure compatibility and safety system; 6. Plans layout and installation of electrical wiring, equipment and fixture based on job specifications and local codes; 7. Inspects electrical systems, equipment and components to identify hazards, defects and 	

		<p>need for adjustment or repair and to ensure compliance with regulations;</p> <ol style="list-style-type: none"> 8. Diagnoses malfunctioning systems, apparatus and components using test equipment and hand tools to locate cause of breakdown and corrects the problem; 9. Prepares sketches or follow blueprints to determine the location of wiring and equipment to ensure conformance to building and safety codes; 10. Installs ground leads and connects power cables to the equipment when needed; 11. Works from ladder, scaffolds and roofs to install, maintain or repair electrical wiring equipment and fixtures; 12. Advises management on whether continued operation of equipment is hazardous; 13. Provides assistance during emergencies by operating floodlights and generators; 14. Provides preliminary sketches and cost estimates for materials and services; and 15. Performs other related functions that may be assigned from time to time and demonstrates continuous effort in providing quality customer service. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Any of the following technical background: <ul style="list-style-type: none"> ○ Has completed at least three (3) years of a five-year Bachelor of Science in Electrical Engineering program or a three-year course in electrical engineering technology from an engineering school recognized by the Philippine government and, in addition, has a subsequent specific record of one (1) year practice in electrical wiring and installation, operation and maintenance of utilization devices and equipment; or ○ Has graduated from a two-year electrician's course of instruction from a vocational or trade school recognized by the Philippine government and, in addition, has at least two (2) years of apprenticeship after completion of the course of instruction on electrical installation, operation and maintenance of utilization devices and equipment. 	
--	--	---	--

		<ul style="list-style-type: none"> ▪ <i>Experience:</i> At least 2 years of relevant work experience with valid PRC license as master electrician ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Knowledge of machines and tools, including their designs, uses, repair, and maintenance ▪ Knowledge of materials, methods, and the tools involved in the construction or repair buildings or other structures ▪ Knowledge of design techniques, tools, and principle involved in production of precision technical plans, blueprints, drawings, and models ▪ Knowledge of the practical application of engineering science and technology 	
	CARPENTER (1 Personnel)	<p><u>CARPENTER (1)</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Repairs or replaces defective locks, hinges, cranks using hand tools or power tools; 2. Applies paint to defects and polish to touch up the repaired area; 3. Measures cut materials to determine conformance to specifications and applicable measuring tools; 4. Removes surface defects using knife, scraper, wet sponge and sanding tools; 5. Installs structures and fixtures such as roofing, walls, frames, ceiling, flooring (underlayment, tile and carpet), exterior and interior trim or hardware using carpenter’s hand and power tools; 6. Aligns and fastens materials together using hand tools and power tools to form bracing; and, 7. Performs such other functions as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> At least High School graduate ▪ <i>Experience:</i> At least 1 year of relevant work experience ▪ <i>Training:</i> None required <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Knowledge of materials, methods and tools used in the repair and maintenance of fixtures ▪ Familiarity and knowledge on measuring tools ▪ Can communicate effectively 	
	CLERK	<u>CLERK (28)</u>	
		A. Duties & Responsibilities	

	<p>(28 Personnel)</p>	<ol style="list-style-type: none"> 1. Attends to the clerical work requirements of the Department/ Division such as filing, routing, and answering phone calls in order to complete daily Department/Division tasks; 2. Attends to and maintains records of incoming and outgoing communications in order to monitor and refer to appropriate Departments/Divisions when necessary; 3. Assists in liaising work for the Department; 4. Receives and entertains visitors and phone calls; 5. Assists in the requisition/procurement, stockpiling, and distribution of office supplies, materials, and equipment; and 6. Performs other functions that may be assigned from time to time by the Immediate Superior. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> At least College level ▪ <i>Experience:</i> None required ▪ <i>Training:</i> None required <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Business Correspondence ▪ Computer literate ▪ Records Management ▪ Reliable, honest, hardworking and willing to render overtime ▪ Proficiency in computer applications such as MS Office (Word, PowerPoint, & Excel) ▪ Good communication and interpersonal skills ▪ Team player, results-oriented, can work with minimum supervision, and able to work under pressure 	
	<p>TECHNICAL STAFF I (62 Personnel)</p>	<p>TECHNICAL STAFF I (62 Personnel) <u>POST-TAKEOUT</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in the preparation of Notices of take-out for the newly taken-out projects; 2. Assists in monitoring of collection performances of CAs; 3. Checks the accuracy of the total payments as per Abstract of Collection before issuance of Orders of Payment (OPs); 	

		<ol style="list-style-type: none"> 4. Assists in the preparation of rehabilitation plans/strategies for non-performing and highly-delinquent accounts; 5. Assists in conducting remedial workouts to non-performing and highly-delinquent accounts which involve meetings/orientations, reorganizations and providing assistance to CAs in the execution of remedial plans; 6. Assists in coordinating with CA officers on findings/discrepancies noted in the Abstracts of Collection vis-à-vis Remittance Reports and Community Mortgage Receipt; 7. Assists in the evaluation of documentary requirements of applications for Individualization/subdivision of titles/loan, computation of Final MBLA or the Adjusted Loan Value (ALV) and Substitution of MBs; 8. Assists in computing the CAs' Final MBLA/ALV; 9. Assists in the presentation of mother TCT/s for subdivision and retrieves subdivided titles from RDs, checks entries in and completeness of the subdivided titles; 10. Assists in issuing certificates to CAs and MBs for different purposes; 11. Assists in the preparation and monitoring of billing notices and demand letters to CAs and MBs; and 12. Performs other related functions as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Collection strategies and techniques ▪ Accounts management ▪ Good analytical and communication skills ▪ Proficiency in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Can multitask and work under pressure <p><u>ADMINISTRATIVE STAFF</u></p> <p>A. Duties and Responsibilities</p>	
--	--	--	--

		<ol style="list-style-type: none"> 1. Drafts memoranda and other forms of internal communication as well as pro-forma communication to external partners; 2. Assists in the preparation, monitoring, coordination, and consolidation of group/department action plans and other reports; 3. Provides administrative (like travel documents) and technical (like presentations) support; 4. Assists in liaising work for the department; 5. Assists in the requisition/procurement, stockpiling, and distribution of office supplies, materials, and equipment; and 6. Performs other related functions that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude thinking</p> <ul style="list-style-type: none"> ▪ Proficient in computer applications such as MS Office (Word, PowerPoint, Excel) ▪ Good communication, report writing and interpersonal skills <p><u>LOAN DOCUMENTATION</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Prepares loan financial documentation within the required turn-around-time for the liquidation of funds; 	
--	--	---	--

		<ol style="list-style-type: none"> 2. Operates office equipment and the presentation of meeting agenda; 3. Provides technical assistance to senior staff and schedules appointments as directed; 4. Receives and routes variety of office documents under the direction and supervision of the head of unit; 5. Undertakes the maintenance and retrieval of files and records of the office and performs other general office tasks; 6. Assists in the completion or reports and data gathering; 7. Assists in the drafting of correspondences and prepares vouchers as directed; 8. Attends to visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs; and 9. Performs other related functions that may be assigned from time to time and demonstrates continuous effort in providing quality customer service. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures ▪ Computer proficiency (MS Word, MS Excel, MS PowerPoint) ▪ Good interpersonal and communication skills <p><u>COLLECTIONS DATA RECORD</u></p>	
--	--	---	--

		<p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in posting of correct amortization payments to Member-Beneficiaries' (MBs) ledger to maintain a reliable balances of accounts; 2. Assists in the review of documents and generation of statement of accounts (SOA), statement of payments and applications (SPA), and proof list of payments for fully paid MBs; 3. Assists in the reviews generated SOAs and SPAs before endorsement to the supervisor; 4. Sorts and files collection documents for transmittal to COA and for records documentation; 5. Documents all collection findings for easy coordination with the concerned collection units regarding compliance; and 6. Performs other tasks as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Proficiency in computer applications ▪ Good typing and mathematical skills <p><u>BOARD ASSISTANT</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in the preparation of Board materials and meetings, and the reproduction of documents as required by the secretariat; 	
--	--	---	--

		<ol style="list-style-type: none"> 2. Operates office equipment and the presentation of meeting agenda; 3. Provides technical assistance to senior staff and schedules appointments as directed; 4. Receives and routes variety of office documents under the direction and supervision of the head of unit; 5. Undertakes the maintenance and retrieval of files and records of the office and performs other general office tasks; 6. Assists in the completion or reports and data gathering; 7. Assists in the drafting of correspondences and prepares vouchers as directed; 8. Attends to visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs; and 9. Performs other related functions that may be assigned from time to time and demonstrates continuous effort in providing quality customer service. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures ▪ Computer proficiency (MS Word, MS Excel, MS PowerPoint) ▪ Good interpersonal and communication skills 	
--	--	--	--

		<p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Receives phone calls, prepares daily schedule of the VP, and takes down messages from different departments and stakeholders; 2. Prepares Petty Cash Vouchers, liquidation reports, BDE reports, travel authority, itinerary of travel, purchase requests, and other documents needed by the Department; and 3. Performs other related functions that may be assigned from time to time by the requisitioning department. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Computer proficiency (MS Word, MS Excel, MS PowerPoint) ▪ Can multitask and handle stressful situations 	
	<p>TECHNICAL STAFF II (62 Personnel)</p>	<p>TECHNICAL STAFF II (62 Personnel) <u>RECORDS & DOCUMENTATION</u> Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Provides support and assistance to the senior personnel during transactions to meet the Division's targets and end results; 2. Consolidates all pertinent documents and prepares PowerPoint presentations to be presented to CreComs, ExeComs, and Board Meetings; 3. Performs administrative duties such as typing, sorting, and arranging pertinent documents and 	

		<p>paper works for the Division in an organized manner;</p> <ol style="list-style-type: none"> 4. Maintains a complete file of records/documents necessary for orderly transactions and proper safekeeping; 5. Ensures the safety and sufficiency of the stock of office supplies and accountable forms; and 6. Performs other related functions that may be assigned from time to time. <p>A. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>B. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Business Correspondence ▪ Records Management ▪ Proficiency in computer applications such as MS Office (Word, PowerPoint, & Excel) ▪ Good communication skills ▪ Can handle assignments and priorities, work with minimum supervision and under pressure <p><u>REPORTS WRITER</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Monitors and consolidates accomplishment reports, compliances, and files reports in an organized manner; 2. Performs administrative and clerical assistance and other logistical requirements; 3. Answers queries and promptly lists requests/schedules of meetings in the calendar; 4. Assists in drafting memoranda and other forms of communication to concerned departments, stakeholders/clients, and other agencies; and 	
--	--	---	--

		<p>5. Performs other tasks that may be assigned from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ Education: Bachelor's Degree relevant to the job ▪ Experience: 1 year of relevant work experience ▪ Training: 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Business correspondence ▪ Computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Excellent interpersonal and communication skills ▪ Can produce presentations and financial analyses ▪ Can handle, organize, and maintain confidential information and files <p><u>ACCOUNTS MANAGEMENT</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in reviewing generated statement of accounts (SOA), statement of payments and applications (SPA) and proof list of payments of fully-paid MBs; 2. Monitors and consolidates accomplishment reports, compliances, and files reports in an organized manner; 3. Performs administrative and clerical assistance and other logistical requirements of the OIC-Vice President of FCD; 4. Answers queries and promptly lists requests/schedules of meetings in the calendar; 5. Drafts memoranda and other forms of communication to concerned departments, stakeholders/clients, and other agencies; and 	
--	--	---	--

		<p>6. Performs other tasks that may be assigned from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Basic knowledge in accounting ▪ Advanced knowledge in Microsoft Excel and PowerPoint ▪ Good analytical and mathematical skills <p><u>ADMINISTRATIVE STAFF</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Monitors and consolidates accomplishment reports, compliances, and files reports in an organized manner; 2. Performs administrative and clerical assistance and other logistical requirements; 3. Answers queries and promptly lists requests/schedules of meetings in the calendar; 4. Assists in drafting memoranda and other forms of communication to concerned departments, stakeholders/clients, and other agencies; and 5. Performs other tasks that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Business correspondence 	
--	--	--	--

		<ul style="list-style-type: none"> ▪ Computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Excellent interpersonal and communication skills ▪ Can produce presentations and financial analyses ▪ Can handle, organize, and maintain confidential information and files <p><u>RISK & COMPLIANCE STAFF</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists the Chief Compliance & Risk Officer in identifying and assessing threats and devising measures on how to avoid, reduce or transfer risk through the development of responsive Risk Management Plans; 2. Lends support to the Chief Compliance & Risk Officer in the latter's performance of its oversight and compliance functions; 3. Assists in the preparation of Board materials and meetings, and the reproduction of documents as required by the secretariat; 4. Operates office equipment and the presentation of meeting agenda; 5. Provides technical assistance to senior staff and schedules appointments as directed; 6. Assists in the drafting of correspondences and prepares vouchers as directed; 7. Attends to visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs; and 8. Performs such other related functions that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job 	
--	--	---	--

		<ul style="list-style-type: none"> ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Administrative and records management ▪ Business Correspondence (Stenography and Transcription) ▪ Excellent communication skills ▪ Proficiency in MS Office applications (Word, Excel & PowerPoint) <p><u>PROCUREMENT STAFF</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in planning and processing BAC Secretariat documentation in compliance with R.A. 9184; 2. Coordinates with the officer-BAC member in the documentation process of GCG and ISO compliances; 3. Attends to the clerical work requirements of the Division such as filing, routing, and answering phone calls in order to complete daily Division tasks; 4. Responsible for the Division's documentation and compliances within the required number of days to liquidate the fund; 5. Assists in liaising and monitoring work for the Division; and 6. Performs other related tasks that may be assigned from time to time by the Immediate Superior. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training 	
--	--	--	--

		<p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Records management ▪ Business correspondence ▪ Documentation and monitoring ▪ Computer proficiency ▪ Good communication, negotiation, and interpersonal skills <p><u>DOCUMENTATION AND RECORDS</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Attends to the clerical work requirements of the Division such as filing, routing, and answering phone calls in order to complete daily Division tasks; 2. Responsible for the Division's documentation and compliances within the required number of days to liquidate the fund; 3. Assists in liaising and monitoring work for the Division; and 4. Performs other related tasks that may be assigned from time to time by the requisitioning department. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Documentation and monitoring ▪ Computer proficiency ▪ Good communication, negotiation, and interpersonal skills 	
	<p>TECHNICAL STAFF III (160 Personnel)</p>	<p>TECHNICAL STAFF III (160 Personnel)</p> <p><u>ACCREDITATION</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in conducting initial review and evaluation of applications for partner accreditation; 	

		<ol style="list-style-type: none"> 2. Assists in the conduct of examination of prospective and accredited mobilizers to ensure compliance with established policies and procedures; 3. Assists in Background Investigation of applicant mobilizers and builders; 4. Records, attends to, and has control over requests for project assistance; 5. Records and monitors properly the documents to ensure expeditious processing and accreditation; 6. Attends to inquiries and complaints, and provides necessary assistance and advice to ensure/enhance the full understanding of SHFC programs/initiatives; 7. Prepares accreditation-related reports and presentation materials; 8. Participates and takes part in all PRD-initiated activities; and 9. Performs other related tasks that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ NGO, CSO and PO trends and concerns ▪ Laws relating to contractors and builders in the Philippines ▪ Proficiency in computer applications such as MS Office ▪ Above average communication and interpersonal skills ▪ Basic events management <p>LOGISTICS</p>	
--	--	--	--

		<p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Attends to the administrative and logistical work requirements of the Department such as filing, routing, and answering phone calls in order to complete daily Department tasks; 2. Assists in liaising work for the Department; 3. Assists in the requisition/procurement, stockpiling, and distribution of office supplies, materials, and equipment; 4. Conducts initial review of incoming documents such as Purchase Requests (PR), Travel Orders, and other documents; 5. Reviews and processes vouchers, liquidations, and reimbursements from the regional offices; 6. Assists regularly in the procurement of documents with BIR, Registry of Deeds (RD), DENR, Land Registration Authority (LRA) and other government agencies for completion of requirements prior to issuance of Letter of Guarantee (LOG); 7. Assists in drafting memoranda and other forms of communications, as needed; and 8. Performs other related functions that may be assigned from time by the immediate superior/President. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Analytical skills ▪ Good communication skills 	
--	--	--	--

- Good customer relation skills
- Community Organizing/Partner Relations/Monitoring

INSURANCE/CLAIMS PROCESSOR

A. Duties and Responsibilities

1. Assists in validating supporting documents for accurate enrolment of newly taken-out projects under MRI/FAPI coverage;
2. Assists in evaluating the submitted documents and verifies if deceased borrower is covered by MRI/FIRE to facilitate the claims;
3. Assists in verifying if the substitute MBs are eligible for MRI/FAPI coverage based on the existing guidelines in the processing of enrolment;
4. Assists in drafting letter to heir/s of the deceased necessary to submit additional documents in support of MRI/FIRE for proper filing of claims;
5. Assists in updating accounts by deleting from MRI/FAPI coverage due to Full Payment, MRI Claim, Expired Term and Restructuring to determine ending balances of premium;
6. Drafts memoranda and other forms of communication to address complaints, letters, etc. from stakeholders, as needed;
7. Maintains regular requisition/procurement, stockpiling, and distribution of office supplies, materials, and equipment and assists in liaising work for the Division; and
8. Performs other functions that may be assigned from time to time by the Immediate Superior.

B. Qualification Standards

- *Education:* Bachelor's Degree relevant to the job
- *Experience:* 1 year of relevant work experience
- *Training:* 4 hours of relevant training

C. Knowledge, Skills, and Attitude

- Basic accounting
- Business correspondence
- Proficiency in computer applications such as MS Office (Word, PowerPoint & Excel)
- Good communication and interpersonal skills

PAYROLL & TIMEKEEPING

A. Duties and Responsibilities

1. Assists in consolidating and updating the timekeeping system with accurate approved overtime, leave, and official business forms to prepare the timekeeping summary for agency-hired employees;
2. Assist in computing and processing overtime services rendered by agency-hired personnel for efficient and accurate payment of services;
3. Assists in the preparation of timekeeping by consolidating all required attachments for payroll generation;
4. Maintains and updates files regularly pertaining to signed timesheets, OB forms, leave applications, and OT request for organized safekeeping;
5. Assists in coordinating relevant concerns of agency hired employees;
6. Assist in monitoring all agency-hired employee time entry records and leave management to

		<p>ensure accuracy and compliance to company policies;</p> <ol style="list-style-type: none"> 7. Assists employees in the clarification of company policies and procedure to address related timekeeping and benefits issues or concerns; 8. Maintains and updates records to comply with the corporations standards in records keeping; 9. Assists in checking the billing statements transmitted by the workforce provider; and 10. Performs other related tasks that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Good organizational skills and records management ▪ Excellent communication skills ▪ Proficient in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Basic knowledge in timekeeping and payroll ▪ Records management ▪ Business correspondence <p><u>FUNDS MONITORING</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in reviewing and monitoring the inventory of accountable forms (CMRs and ORs) and prepares reports thereof; 2. Assists in reviewing and monitoring timely submission of paid disbursement vouchers and prepares related reports to COA/FCD; 	
--	--	---	--

		<ol style="list-style-type: none"> 3. Assists in cashiering operation during peak volume period and prepares reports thereof; 4. Assists in the monitoring of Petty Cash fund and prepares liquidation report for submission to COA/FCD; 5. Assists in verifying last amortization payment (MWRF) for TCT release; 6. Coordinates with LandBank and SHFC Regional Offices for the reconciliation and consolidation of regional and online collections; and 7. Performs other duties as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Basic accounting system ▪ Records management ▪ Good interpersonal skills ▪ Good communication skills ▪ Proficiency in computer applications such as MS Office <p><u>MULTI-MEDIA CREATIVES</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Develops overall lay-out and production design for various media such as print ads, newsletters, magazines, brochures, calendars, posters, and other visual materials; 	
--	--	--	--

2. Conceptualizes and develops video and graphic content of the agency;
3. Accommodates various multi-media projects for different departments within the agency;
4. Handles photography and videography for corporate events and other materials;
5. Works with other relevant departments to ensure content is informative and engaging; and
6. Performs other related duties that may be assigned by the immediate superior from time to time.

B. Qualification Standards

- *Education:* Bachelor's Degree in Mass Communications, Multimedia Design, PR & Advertising, Marketing, or Comm. Arts
- *Experience:* 1 year of relevant work experience
- *Training:* 4 hours of relevant training

C. Knowledge, Skills, and Attitude

- Creative specialist with direct experience in developing print and digital marketing campaign
- Photography and Video editing
- Proficient in computer applications such as MS Office (Word, Powerpoint, & Excel), Adobe Creative Suite, Internet and Social Media Savvy
- Proficient in multi-media, design, publishing, and audio-visual production tools
- Good photography skills (Intermediate level)
- Above average communication and interpersonal skills

COMPLIANCE AND RISK ASSESSMENT

A. Duties and Responsibilities

		<ol style="list-style-type: none"> 1. Assists the Chief Compliance & Risk Officer in managing the risk on areas including enterprise risk, corporate governance, regulatory and operational risk, business continuity, information and security, market and credit risk to the organization, its employees, customers reputation, assets and interests of stakeholder; 2. Aids the Chief Compliance & Risk Officer in working with the Risk Management Committee to identify, address and eliminate or minimize risk; 3. Provides support and research work with the Chief Compliance & Risk Officer in coming up with a Risk Management Assessment Report that will advise the corporation on any potential risk to the profitability or existence of the company; 4. Lends support to the Chief Compliance & Risk Officer in the latter's performance of its oversight and compliance functions; and 5. Performs such other related functions that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Administrative and records management ▪ Business Correspondence (Stenography and Transcription) ▪ Excellent communication skills ▪ Proficiency in MS Office applications (Word, Excel & PowerPoint) 	
--	--	---	--

DOCUMENTATION & RECORDS

A. Duties and Responsibilities

1. Attends to the administrative and logistical requirements of the Office of the Vice President or Senior Vice President;
2. Receives, sorts, records and routes to the concerned personnel, incoming and outgoing communications for the Office of the Vice President or Senior Vice President;
3. Maintains and records files of the office and controls use of filed materials and safeguards confidential files and information;
4. Attends to the visitors/calls of the Office of the Vice President or Senior Vice President and refers them to concerned office/department;
5. Performs other related tasks that may be assigned by the immediate supervisor.

B. Qualification Standards

- *Education:* Bachelor's Degree relevant to the job
- *Experience:* 1 year of relevant work experience
- *Training:* 4 hours of relevant training

C. Knowledge, Skills, and Attitude

- Proficient in computer applications such as MS Office (Word, PowerPoint, and Excel)
- Average communication and interpersonal skills

COLLECTIONS & ACCOUNTS

A. Duties and Responsibilities

		<ol style="list-style-type: none"> 1. Assists in the conduct of on-site orientations to Community Associations (CA) on collection, individualization, substitution, and account rehabilitation; 2. Prepares Mortgage Withdrawal Recommendation Form (MWRM) for the release of titles of fully-paid accounts and of titles for Individualization/Subdivision; 3. Monitors the status of CAs' accounts; 4. Provides technical assistance to CAs, MBs, and Mobilizers on Collection, Individualization, Substitution, and Account Rehabilitation matters; 5. Assists in the coordination with other departments/units for resolution of Collection, Individualization, Substitution, and Account Rehabilitation issues; 6. Assists in the issuance of certificates to CAs and MBs for different purposes; 7. Prepares and monitors billing notices and demand letters to CAs and MBs; 8. Performs other related functions that may be assigned by the immediate supervisor from time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Proficient in computer applications such as MS Office (Word, PowerPoint, and Excel) ▪ Average communication and interpersonal skills 	
--	--	--	--

REPORTS & PRESENTATION

A. Duties and Responsibilities

1. Consolidates all pertinent documents and prepares PowerPoint presentations to be presented to CreComs, ExeComs, and Board Meetings;
2. Performs administrative duties such as typing, sorting, and arranging pertinent documents and paper works for the Division in an organized manner; and
3. Performs other related functions that may be assigned by the requisitioning department from time.

B. Qualification Standards

- *Education:* Bachelor's Degree relevant to the job
- *Experience:* 1 year of relevant work experience
- *Training:* 4 hours of relevant training

C. Knowledge, Skills, and Attitude

- Proficient in computer applications such as MS Office (Word, PowerPoint, and Excel)
- Average communication and interpersonal skills

PRE-TAKEOUT

A. Duties and Responsibilities

1. Assists in community organizing; in General Assemblies (GA), CMP Orientations to aid Community Associations (CAs) in the pipeline, and pre-orientations to prospective CAs;
2. Coordinates with Project Development Unit (Background Investigation, Site Inspection, and Mortgage Examination) to assist in on-site orientations;
3. Collates queries or questions of partners/MBs, and coordinates with other SHFC departments for their resolution;

		<ol style="list-style-type: none"> 4. Assists in gathering data on organized and non-organized communities and prepares reports for monitoring and targeting of CAs; 5. Updates baseline information of partners/stakeholders with regard to the conduct of capacity building programs; 6. Documents trainings, orientations, consultations, and assemblies being conducted with MBs/partners/stakeholders; 7. Assists in the preparation of materials needed for the scheduled meetings; and 8. Performs other related functions that may be assigned from time to time by the Immediate Superior. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 1 year of relevant work experience ▪ <i>Training:</i> 4 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Good communication skills; ▪ Research and data gathering; ▪ Computer proficiency (MS Word, MS Excel, MS PowerPoint) 	
	<p>TECHNICAL STAFF 4 (147 Personnel)</p>	<p>TECHNICAL STAFF 4 (147 Personnel)</p> <p><u>COMPLIANCE & RISK ASSESSMENT</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists the Chief Compliance & Risk Officer in managing the risk on areas including enterprise risk, corporate governance, regulatory and operational risk, business continuity, information and security, market and credit risk 	

		<p>to the organization, its employees, customers reputation, assets and interests of stakeholder;</p> <ol style="list-style-type: none"> 2. Aids the Chief Compliance & Risk Officer in working with the Risk Management Committee to identify, address and eliminate or minimize risk; 3. Provides support and research work with the Chief Compliance & Risk Officer in coming up with a Risk Management Assessment Report that will advise the corporation on any potential risk to the profitability or existence of the company; 4. Lends support to the Chief Compliance & Risk Officer in the latter's performance of its oversight and compliance functions; and 5. Performs such other related functions that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 2 years of relevant work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Administrative and records management ▪ Business Correspondence (Stenography and Transcription) ▪ Excellent communication skills ▪ Proficiency in MS Office applications (Word, Excel & PowerPoint) <p><u>PRE-TAKEOUT</u></p> <p>D. Duties and Responsibilities</p>	
--	--	---	--

		<ol style="list-style-type: none"> 1. Assists in community organizing; in General Assemblies (GA), CMP Orientations to aid Community Associations (CAs) in the pipeline, and pre-orientations to prospective CAs; 9. Coordinates with Project Development Unit (Background Investigation, Site Inspection, and Mortgage Examination) to assist in on-site orientations; 10. Facilitates queries or questions of partners/MBs and coordinates with other SHFC departments for their resolution; 11. Gathers data on organized and non-organized communities and prepares reports for monitoring and targeting of CAs; 12. Updates baseline information of partners/stakeholders with regard to the conduct of capacity building programs; 13. Documents trainings, orientations, consultations, and assemblies being conducted with MBs/partners/stakeholders; 14. Attends meetings as required by the Immediate Superior; and 15. Performs other related functions that may be assigned from time to time by the Immediate Superior. <p>E. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 2 years of relevant work experience ▪ <i>Training:</i> 8 hours of relevant training <p>F. Knowledge, Skills, and Attitude</p>	
--	--	---	--

- Can recommend new and better ways of providing service and coordinating with MBs/partners/stakeholders
- Good communication skills;
- Research and data analysis;
- Computer proficiency (MS Word, MS Excel, MS PowerPoint)

ACCOUNTS MANAGEMENT

A. Duties & Responsibilities

1. Assists in developing, improving, and automating the system and procedures in the preparation of Statement of Accounts, monitoring of collection report, and in rendering efficient and prompt services to customers;
2. Assists in supervising the implementation of the systems and procedures in preparation of Statement of Accounts, List of Payments, Abstract of Accounts, and other reports pertaining to CA's account;
3. Assists in processing and facilitating the signing of Application for Loan Restructuring, Loan Restructuring Agreement (LRA), and Promissory Notes (PN) to qualified MBs for loan restructuring under RA 9507;
4. Documents compliance of requirements for restructuring, MRI enrolment, substitutions, closing of UC by FCD bookings, and turnover of rehabilitated accounts to concerned departments;
5. Assists in conducting on-site orientation or seminar on ledgering to ensure distribution of Statement of Account, Individualization, and Substitution for the Community Association/s;

6. Orients and assists dysfunctional CAs/MBs in reorganizations and in securing buy-in to rehabilitations;
7. Supports the Division in the mediation, resolution, and settlement of issues pertaining to CMP among CA members and recalcitrant-members of CA accounts under remedial rehabilitations; and
8. Performs other related functions that may be assigned from time to time.

B. Qualification Standards

- *Education:* Bachelor’s Degree in any relevant course
- *Experience:* 2 years of related work experience
- *Training:* 8 hours of relevant training

C. Knowledge, Skills and Attitude

- Subsidiary ledgers and reconciliation
- Account management
- Good communication, interpersonal, and negotiation skills
- Reliable, honest, hardworking and willing to render overtime
- Proficient in computer applications such as MS Office and/or basic programming languages
- Well-organized, analytical, able to plan work assignments
- Customer-oriented

INFORMATION DESK COORDINATOR

A. Duties & Responsibilities

1. Assists in monitoring complaints from the Hotline 8888 Complaints Center and from the 8888 SHFC MS Outlook account;
2. Assists in evaluating complaints received from the Hotline 8888 Complaints Center, 8888

		<p>SHFC MS Outlook account, Presidential Complaints Center, Civil Service Commission, DHSUD, Office of the President, Office of the Executive Vice President, and National Home Mortgage Finance Corporation;</p> <ol style="list-style-type: none"> 3. Coordinates with the complainant and with the concerned department on the details of the complaint; 4. Furnishes the concerned department and the Hotline 8888 Complaints Center with a copy of signed memorandum through e-mail and from the Hotline 8888 SHFC account; 5. Assists in monitoring the action taken by the concerned department on the complaint within the required 72-hour period; 6. Furnishes the Hotline 8888 Complaints Center, Presidential Complaints Center, Civil Service Commission, DHSUD, OP, OEVP, or NHMFC with the action taken by the concerned department; 7. Prepares and updates Complaint Monitoring Sheet on a monthly basis; 8. Assists in answering queries on SHFC's Housing Program from walk-in clients, telephone inquiries, and from social media through the Information and Public Assistance Desk (IPAD); 9. Prepares and updates the IPAD report on a monthly basis; and 10. Performs other related functions as may be assigned from time to time. <p>B. Qualification Standards</p>	
--	--	--	--

- *Education:* Bachelor's Degree in any relevant course
- *Experience:* 2 years of related work experience
- *Training:* 8 hours of relevant training

C. Knowledge, Skills and Attitude

- Preferably with knowledge in various government housing programs and services, especially on Community Mortgage Program
- Proficient in oral and written communication
- Reliable, honest, hardworking and willing to render overtime
- Computer applications (MS Word, MS Excel, and MS PowerPoint)
- Positive attitude towards others
- Can work with limited supervision
- Willingness to work well with others

EXECUTIVE ASSISTANT

A. Duties & Responsibilities

1. Monitors incoming and outgoing documents;
2. Manages internal and external invitations/appointment/ commitments by classifying them according to level of priority and importance in order to attend and respond to the needs of the organization as well as external stakeholders;
3. Plans and delivers information to effectively convey and receive the intended message, observing, and practicing proper business etiquette and office decorum, including operating various office equipment;
4. Safely keeps information and other confidential data;
5. Organizes information into specific needs and purpose, to monitor and coordinate with other units/offices and agencies programs and

		<p>activities for specific end-users and purposes, and to facilitate the coordination and guide the exchange of information and ideas to meet defined objectives;</p> <ol style="list-style-type: none"> 6. Responds to queries in the absence of the executive and/or refers calls to the relevant executive's subordinate; 7. Expresses and writes ideas, thoughts, and concepts comprehensively and composes business correspondence (letters, memo, email) for review of the executive; 8. Provides assistance to the Branch LADs under OVP Mega Manila I (Ex. conducting collection campaigns to raise awareness of the community association in financial literacy, on-site validation, and SOA distribution); 9. Provides assistance to the Mega Manila I branches in conducting activities such as conducting training for HOA, Awarding of Titles, etc.; 10. Manages the department calendar; 11. Performs duties as the MMCOM secretariat; 12. Checks the post-takeout related documents such as (Partial Release of REM, PENCON Application and MWRF, etc.); 13. Prepares and consolidates reports related to Post-takeout; and 14. Performs other related functions as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience 	
--	--	---	--

		<ul style="list-style-type: none"> ▪ <i>Training</i>: 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Proficient in oral and written communication ▪ Reliable, honest, hardworking and willing to render overtime ▪ Computer applications (MS Word, MS Excel, and MS PowerPoint) ▪ Positive attitude towards others ▪ Can work with limited supervision ▪ Willingness to work well with others <p><u>LEGAL RESEARCHER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in researching and preparing the laws, applicable jurisprudence and rules needed by the lawyer in their pleading to be filed in court; 2. Assists in drafting simple affidavits, agreements, contracts, and memoranda needed by the Immediate Supervisor and other senior staff; 3. Appears in court when lawyer is not available; 4. Acts as temporary custodian of titles for release to MBs; 5. Prepares the necessary documents (e.g. Partial release of Real Estate Mortgage) for the release of title to MBs; 6. Assists in supervising legal research work and the release of titles to MBs; 7. Assists in maintaining research material (e.g. Law books, forms and reference) for proper safekeeping and easy tracking of reference materials; 8. Acts as the department's liaison officer with government agencies in the absence of the Lawyers; and 	
--	--	---	--

		<p>9. Performs other functions that may be assigned from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor of Laws ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Laws and Jurisprudence relating to housing and corporate finance ▪ Legal Forms, legal writing, and rules of court ▪ Reliable, honest, hardworking and willing to render overtime ▪ Drafting and Review of Contracts ▪ Legal research and legal writing ▪ Computer proficiency in MS Applications (Word, Excel, PowerPoint) ▪ Hardworking, efficient, can work with minimum supervision, attentive to details, punctual, can work under pressure doing multiple tasks, willing to work beyond regular office hours if necessary and comfortable with working under schedules and deadlines <p><u>ACCREDITATION</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in the initial evaluation of contractors/developers and mobilizers applying for accreditation; 2. Assists in the conduct of Background Investigation of applicant developers, contractors, and mobilizers; 3. Facilitates queries or questions of partners and coordinates with other SHFC departments for its resolution; 	
--	--	--	--

4. Assists in updating baseline information of partners or CMP Stakeholders in relation with the conduct of Capacity Building Program;
5. Assists in facilitating consultations and assemblies with the partners to ascertain their training needs and its development;
6. Assists in facilitating and coordinating with resource persons and support institutions for the conduct of Capacity Building Programs for the SHFC partners; and
7. Performs other related duties as may be assigned by the Immediate Supervisor.

B. Qualification Standards

- *Education:* Bachelor’s Degree in any relevant course
- *Experience:* 2 years of related work experience
- *Training:* 8 hours of relevant training

C. Knowledge, Skills and Attitude

- Computer literate
- Reliable, honest, hardworking and willing to render overtime
- Good written and oral communication skills
- Research and data analysis
- Computer proficiency (MS Word, MS Excel, MS PowerPoint)
- Able to multitask; able to handle stressful situations

RECRUITMENT & LEARNING DEVELOPMENT

A. Duties & Responsibilities

1. Assists in administering a proactive and responsive personnel selection and placement to acquire and provide personnel based on the

		<p>required competencies and qualifications of the requisitioning unit;</p> <ol style="list-style-type: none"> 2. Arranges logistics needed for in-house training programs, participants' payments and records needed by training firms for public seminars; 3. Assists in preparing and checking training materials such as outlines, texts and hand-outs prepared by instructors; 4. Assists in organizing, developing and obtaining training procedure manuals, guides and course materials such as hand-outs and other visual aids; 5. Assists in coordinating and working with Group Heads, Managers, Chiefs of Division and Resource Persons with regard to training programs to be conducted/facilitated to ensure its smooth implementation; 6. Compiles training modules and materials acquired by the agency for both the in-house and external seminars; 7. Monitors, assists in evaluating, and records training programs to determine the training effectiveness and its impact to the organization; 8. Coordinates with Managers and Division Chiefs of all departments/divisions for the implementation of PMS's activities; 9. Collects, verifies and compiles submitted accomplished employees' performance appraisal; 10. Assists in recording and updating performance appraisal rating of all employees on database on per semester basis; 11. Summarizes employees' rating, evaluates rater and rater's comments and communicates the results to immediate supervisor; and 	
--	--	---	--

		<p>12. Performs other functions as may be assigned from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Recruitment and Promotion, Training and Development ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Administration and Management; and Documents and Records Management ▪ Good organizational and presentation skills ▪ Possesses excellent communication skills; excellent records management ▪ Proficiency in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Resilient, results and quality-oriented, committed, organized, self-motivated, a team player, and with keen attention to details ▪ Has sense of urgency, persistent (especially in making constant follow-up) <p><u>EMPLOYEES’ LOAN PROCESSING</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in preparing report/s on received and processed loan documents and procurement transactions; 2. Assists in the prompt processing of loans being availed by the employees; 3. Assists in providing accurate and prompt assistance to loan availment related inquiries and requests; 	
--	--	---	--

		<p>4. Assists in maintaining and monitoring of employees' loan records to comply with the company's safekeeping standards;</p> <p>5. Assists in processing and coordinating of procurement transactions to address logistical requirements of the Division;</p> <p>6. Assists in maintaining and monitoring procurement records and supplies;</p> <p>7. Assists in verifying administrative and other logistical transactions based on instituted policies and guidelines;</p> <p>8. Assists in carrying out administrative tasks such as filing, typing, copying, binding, and scanning; and</p> <p>9. Performs other related functions that may be assigned by the immediate supervisor from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Proficient in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Good communication skills ▪ Good records and logistics management ▪ Good logistics management <p><u>GENDER ADVOCACY AWARENESS</u></p> <p>A. Duties & Responsibilities</p>	
--	--	---	--

		<ol style="list-style-type: none"> 1. Leads the preparations, documentation, and information dissemination relevant to gender issues and the women enterprises project; 2. Proposes plans to create awareness on gender advocacies, programs, and practices among employees and partner communities; 3. Supports the monitoring, analysis, and reporting of programs on gender mainstreaming by ensuring the collection of relevant baseline information and formulating gender sensitive indicators; 4. Identifies training needs and organizes trainings on gender mainstreaming for the Project Affected Families; 5. Provides guidance and advise to the GAD committee with regard to technical issues on advocacy and gender mainstreaming in projects; and 6. Performs other related functions as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Knowledge in the guidelines and execution of RA 7192, Section 36 of RA 9710 ▪ EO 273, and PCW-NEDA- DBM Joint Circular No. 2012-01 ▪ Good networking and research skills ▪ Good resource mobilization skills ▪ Above average communication and analytical skills ▪ Basic illustration and writing skills 	
--	--	--	--

FINANCIAL MANAGEMENT

A. Duties & Responsibilities

1. Assists in checking the collection reports from Regional Offices and collecting agents to ensure the accuracy and completeness of the submitted reports;
2. Assists in examining and validating remittance reports, receipts and bank remittance advices/credits and the matching of actual receipt of collections versus remittance reports and individual receipts and ensures that all are properly recorded and booked;
3. Coordinates and acts as liaison officer to collecting bank/branches and regional offices on matters relative to findings and discrepancies between corporate records, bank advices/credits versus collecting data submitted thereto;
4. Encodes, checks, edit and finalizes reports for List of Online collection per date of payment; classifies accounts category (Remedial and Retained) then generates Summary of Remittance report;
5. Reproduces, collates and files copy of Remittance Report and Abstract of Collection and for distribution to various departments thru FCD;
6. Assists in preparing communication and memoranda to concerned departments/units regarding discrepancies in the remittance

		<p>reports, so that proper adjustments could be posted in the borrowers ledgers;</p> <ol style="list-style-type: none"> 7. Verifies returned checks reported by LBP and prepares memorandum for cancellation of payment and informs the borrower/CA; 8. Maintains accountable forms (CMRs and ORs) for issuance and use of In-house collections, Regional Offices and collecting banks; 9. Assists and acts as cashier in collection servicing at the in-house counter during peak period break time; 10. Assists in the preparation of Monthly Cash Position report per accounts (Gen. Fund I , Gen. Fund II and Take Out Fund) and validates the fund balances each accounts reconciled with bank balances and outstanding checks schedules and monthly collection reports per sources (In-house, LBP On-line remittance and Regional Collection) for purposes of management information and monitoring; and 11. Performs other duties and functions as assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in any Accountancy or Financial Management ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Accounting standards and procedures, computer operation (Word/Excel) ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Records management and business correspondence 	
--	--	--	--

		<ul style="list-style-type: none"> ▪ Cashiering operations ▪ Good interpersonal, communication, and organizational skills ▪ Above average accounting skills ▪ Able to work on deadlines; must have a positive attitude ▪ Able to work independently/with minimal supervision; flexible, able to multi-task <p><u>PROGRAM DEVELOPMENT</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in conducting needs assessment and data gathering to support the development of a new program; 2. Assists in the drafting and editing of the proposal of a new program; 3. Assists in providing general backstopping for the program development which includes scheduling meetings, developing support documents, and conducting research; and 5. Performs other related functions and organizational tasks that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in Journalism, Broadcast Communication, Communication Research, Economics ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Good networking and research skills ▪ Good resource mobilization skills ▪ Above average communication and analytical skills ▪ Basic illustration and writing skills ▪ Community organizing and development skills 	
--	--	---	--

SOCIAL MEDIA MANAGEMENT

A. Duties & Responsibilities

1. Assists in the implementation of information and publicity campaigns in SHFC's official social media sites and other digital channels;
2. Contributes to the development of SHFC's social media content;
3. Prepares periodic reports and trend monitoring across multiple digital channels to evaluate performance and adjust content based on best practices;
4. Assists with a variety of Corporate Communications projects including creation of presentations, light copywriting, and program/product promotions;
6. Responsible for the provision of coverage/documentation of related events;
7. Assist in the implementation/execution of promotional materials in SHFC offices;
8. Maintains inventory of SHFC marketing collaterals; and
9. Performs other related functions that may be assigned from time to time by the Immediate Superior.

B. Qualification Standards

- *Education:* Bachelor's Degree relevant to the job
- *Experience:* 2 years of related work experience
- *Training:* 8 hours of relevant training

C. Knowledge, Skills and Attitude

- Good communication skills

- Good multi-tasking skills
- Strong organizational skills
- Administrative procedures and records management
- Procurement and report writing

CONTENT CREATION

A. Duties & Responsibilities

1. Maintains and provides accurate and updated information for reporting purposes, including all stories submitted and collected;
2. Prepares production of the DOTR community story (video and coffee table book) and other collaterals as needed;
3. Conducts research, interviews, writes, edits, proofreads, and distributes content for electronic and print communication;
4. Develops story logs and editorial calendars, interviews and articles;
5. Monitors all media sites, online, print and broadcast for updates and information gaps related to DOTR project;
6. Coordinates with the Program officers and project lead for external communication issues;
7. Provides up to date data when needed by the Project lead and DOTR steering committee;
8. Gathers, compiles and binds a) accomplishment reports, b) IEC materials used, c) Articles of the DOTR project; and
9. Performs other such related functions as may be assigned by the Project Lead.

B. Qualification Standards

		<ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in Communications, Journalism, or any related field ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Publishing software (In-design/Photoshop) ▪ Google docs management ▪ Excellent verbal, written, and interpersonal skills ▪ Good time management and organizational skills ▪ Proficient in Microsoft Office, content management system, and social media platforms ▪ Artistic and creative <p><u>DEPARTMENT COORDINATOR</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Coordinates and organizes meetings and other activities of the concerned Officer; 2. Collates and monitors reports needed in meetings from various operating departments for information/reference of the concerned Officer; 3. Transmits directives, instructions and other related documents to concerned officers for appropriate action of the concerned Officer; 4. Attends to specific directives and instructions from the concerned Officer and monitor their execution; 5. Coordinates the preparation of briefers and/or talking points needed by the concerned Officer; 6. Drafts memorandum and other forms of communications, as needed; 7. Coordinates the administrative and logistical requirements of the Office; and 	
--	--	---	--

		<p>8. Performs other related functions that may be assigned from time by the immediate supervisor.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Proficient in computer applications such as MS Office (Word, PowerPoint, and Excel) ▪ Average communication and interpersonal skills <p><u>MORTGAGE EXAMINATION</u></p> <p>1.A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in reviewing and validating loan and mortgage documents under the CMP as to their validity, legality, enforceability and acceptability based on the CMP policies and guidelines; 2. Assists in the preparation of mortgage examination findings through thorough review of the submitted documents for approval of loan application; 3. Assists in communicating mortgage examination findings accurately to stakeholders for correct and complete compliance thereto (e.g. Mobilizer, CA or landowner); 4. Prepares transmittal letter for the release of check payments to landowner/s for proper monitoring of payments; 	
--	--	---	--

		<p>5. Assists in coordinating with SHFC linkages and partners to secure documents necessary for the approval of the loan applications;</p> <p>6. Assists in collating and reviewing of mortgage documents after issuance of letter of guaranty based on the ME checklist for processing of loan release;</p> <p>7. Assists in consolidating the required documents necessary for the transfer of title to Community Association's name and annotation of REM;</p> <p>8. Assists in maintaining proper safekeeping of mortgage documents submitted: including title's property with annotation of the REM for the protection of the released loan; and</p> <p>9. Performs other functions that may be assigned from time to time.</p> <p>1.B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor of Laws or related course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>1.C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ CMP policies and guidelines and applicable laws ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Jurisprudence relating to housing and corporate financing ▪ Loans and Mortgage Examination ▪ Legal research and writing proficiency ▪ Good oral and written communication skills ▪ Problem-solving and decision-making skills ▪ Technology literacy ▪ Planning and scheduling of appointments ▪ Minutes documentation <p>---or (depending on the demand of the branch/offices)--</p>	
--	--	--	--

		<p>2.A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in conducting site inspection, verification of title/s and property's land use, and appraisal of properties for acquisition thru CMP; 2. Assists in gathering and analyzes general and specific data necessary in the preparation of appraisal report; 3. Assists in the preparation of site inspection, title verification, appraisal, project accomplishments, and compliance reports; 4. Assists in validating accomplishment/compliance documents submitted by stakeholders and assesses conditions thereof for purposes of loan release; 5. Assists in preparing materials for presentation to the SHFC Board of Directors such as maps showing comparable CMP projects within the vicinity and pictures of projects to be indorsed for LOG approval; 6. Assists in checking a) the property's boundaries and configuration thru plotting, b) the accuracy of the technical description inscribed in the Transfer Certificates of Titles, c) the approved subdivision plan, and d) the total land area; 7. Assists in attending to the queries of various CA/CMP mobilizers and coordinates with the same on how to resolve project issues through cliquing; 8. Assists in canvassing prices of construction materials; and 9. Performs other related functions that may be assigned from time to time. 	
--	--	--	--

		<p>2.B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in Civil or Geodetic Engineering ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>2.C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Real estate appraisal; Surveying/Property identification ▪ Cost estimating, lot plotting thru AutoCAD and/or other related software ▪ Hard-working, efficient, can work with minimum supervision ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Detail-oriented, punctual, can manage time and priorities well ▪ Reliable, honest, willing to work beyond regular office hours if necessary ▪ CMP policies and guidelines and applicable laws ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Jurisprudence relating to housing and corporate financing ▪ Loans and Mortgage Examination ▪ Legal research and writing proficiency ▪ Good oral and written communication skills ▪ Problem-solving and decision-making skills ▪ Technology literacy ▪ Planning and scheduling of appointments ▪ Minutes documentation <p>---or (depending on the demand of the branch/offices)—</p> <p><u>PRE-TAKEOUT</u></p> <p>3.A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in conducting initial review of documents submitted by the HOA/Cooperative based on CMP guidelines; 	
--	--	--	--

		<ol style="list-style-type: none"> 2. Assists in preparing findings on submitted documents and coordinates with CAs regarding compliances; 3. Assists in preparing compliance reports to findings and internal and external communication on queries about BI; 4. Assists in conducting Background Investigation (BI) on new CMP applications and occupancy validation of Member-Beneficiaries (MB); 5. Assists in the preparation BI Reports and Project Profile; 6. Assists in the preparation of PowerPoint presentations of projects for CreCom, ExeCom, and Board meetings; 7. Prepares Letters of Guarantee and Notices of Approval to HOA; 8. Assists in reviewing and evaluating documents for take-out of project; 9. Assists in reviewing Disbursement Vouchers for Phase 1 and Phase 2 approvals; 10. Assists in monitoring releases of funds and prepares reports thereof; 11. Attends meetings with stakeholders and others; 12. Assists in the preparation of reports needed by Planning, DBM, DILG, etc.; and 13. Performs other related functions as may be assigned from time to time. <p>3.B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education: Bachelor’s Degree in any relevant course</i> ▪ <i>Experience: 2 years of related work experience</i> ▪ <i>Training: 8 hours of relevant training</i> <p>3.C. Knowledge, Skills and Attitude</p>	
--	--	---	--

		<ul style="list-style-type: none"> ▪ HDH and CMP policies and guidelines and applicable laws ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Loan documentation and process ▪ Good communication skills ▪ Problem-solving and decision-making skills ▪ Technology literacy ▪ Minutes documentation ▪ Responsive, reliable, hardworking, efficient, results-oriented, a team-player ▪ Can deal well with people of different backgrounds and can adapt to a fast-paced working environment <p><u>TECHNICAL WRITER</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Conducts research and prepares business correspondences, manuals, and applicable guidelines and rules needed by department; 2. Drafts and prepares technical reports needed by Planning, DBM, DILG, etc.; and 3. Performs other related functions as may be assigned by the requisitioning department from time to time <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 2 years of relevant work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Good communication skills ▪ Problem-solving and decision-making skills ▪ Technology literacy ▪ Minutes documentation 	
	<p>TECHNICAL STAFF 5</p>	<p>TECHNICAL STAFF 5 (80 Personnel) <u>CAPACITY BUILDING</u></p>	

	<p>(80 Personnel)</p>	<p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Represents SHFC in the local inter-agency livelihood sub-committee; 2. Develops and maintains database of member-beneficiaries; 3. Conducts livelihood analysis and skills assessment based on data gathered from socio-economic surveys; 4. Designs livelihood frameworks for policies and procedures and livelihood activities consistent with the LRIP; 5. Coordinates and collaborates with project stakeholders to plan, organize, and implement the livelihood program; 6. Monitors and evaluates programs by using efficient methodology based on international standards; 7. Assists project programming related to increasing livelihood opportunities and priorities as defined by community engagement activities; 8. Contributes to and provides inputs to the annual work plan, required project reports, baseline data, tools and indicators for monitoring, evaluation, and collection; 9. Provides technical assistance and capacity building to project staff, implementing partners, stakeholders, and others; 10. Documents lessons learned, evaluates impact, and modifies community development approaches as needed; and <p>2. Performs other functions that may be assigned from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's degree relevant to the job ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Capacity building ▪ Why, Where, What strategy 	
--	------------------------------	--	--

		<ul style="list-style-type: none"> ▪ Advanced office skills ▪ Effective communication skills ▪ Good organizational and multi-tasking skills ▪ Can easily adjust to a diverse working environment ▪ Can maintain confidentiality of sensitive information ▪ Dependable, team-oriented, and has strong work ethic ▪ Can establish good working relationships with colleagues <p><u>LOAN EVALUATION</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Reviews and evaluates documents to ascertain their legality, validity, and enforceability (even prior to CA/HOA's submission of loan application); 2. Assists in studying legal procedures/systems to be adopted for effective legal processing of loan documents; 3. Assists in training SHFC partners (mobilizers, CAs and HOAs) on skills and knowledge relative to HDH projects, legal requirements, procedures, and obligations; and 4. Performs other related functions that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree relevant to the job ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ HDH policies and guidelines and applicable laws ▪ Basic loan and mortgage documents ▪ Minutes documentation ▪ Good oral and written communication skills ▪ Good problem-solving and decision skills ▪ Technology literacy ▪ Planning and scheduling of appointments 	
--	--	--	--

CIVIL ENGINEER

A. Duties & Responsibilities

1. Provides assistance to CA in the technical planning and in resolving technical issues;
2. Conducts site suitability assessment/hazard assessment and coordinates with applicable government agencies (DENR-MGB, PHIVOLCS, and LGU) on hazards and mitigating measures necessary to reduce risks;
3. Evaluates property's technical description/lot data computation to determine CMP area subject of collateral and coordinates with the Geodetic Engineer findings/issues encountered re: CMP area, lot plotting, subdivision plan and boundary issues;
4. Coordinates/prepares requests/documents necessary to secure in various government agencies e.g. approved survey data documents at LRA/DENR, zoning certification, site suitability certifications, acceptable homelot sizes at LGU;
5. Coordination with the contractor, engineer, and LGU re: issues encountered during evaluation of site development and building plans, specifications, scope of work and program of work;
6. Reviews initially the CA/CMP-Ms' compliances with technical requirements;
7. Evaluates requests for technical subsidy, prepares appraisals and technical reports;
8. Ensures that the required technical documents for the release of lot acquisition/site development/house or building construction are complete;
9. Participates in various activities of the branch e.g. CMP orientation and project cliniqing; and
10. Performs other related functions that may be assigned by the immediate supervisor from time to time.

B. Qualification Standards

- *Education:* Bachelor’s Degree in Civil Engineer, Licensed Civil Engineer
- *Experience:* 2 years of related work experience
- *Training:* 8 hours of relevant training

C. Knowledge, Skills and Attitude

- Real estate appraising, surveying/property identification, cost estimating, lot plotting thru AutoCAD and/or other related software
- Computer literate; and
- Above average communication skills

ACCOUNTING STAFF

A. Duties & Responsibilities

2. Consolidates all cash transactions, monitors fund balances, and prepares daily cash position report;
3. Prepares checks, analyses, and prepares disbursement reports;
4. Prepares notices, coordinates with other departments and stakeholders for loan release, refund of excess payments and other operating expenses;
5. Reconciles and monitors daily bank balances and prepares relevant reports;
6. Maintain Landbank WeAccess facility and makes necessary adjustments and corrections whenever necessary;
7. Prepares BSP AMLC Covered Transaction report;
8. Prepares monthly/quarterly DBM/DOF interest income and fund utilization reports;
9. Prepares monthly reports on outstanding checks and unreleased Corporate checks and;
10. Ensures the safekeeping of unissued, issued, and signed corporate checks;
11. Ensures the timely submission of all paid checks and vouchers to FCD/COA;

		<p>12. Assists in the cashiering operations during peak periods; and</p> <p>13. Performs other related functions that may be assigned by the immediate supervisor from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in Accountancy ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Accounting standards and procedures ▪ Records management ▪ Business correspondence ▪ Good interpersonal, communication, and organizational skills ▪ Above average accounting skills ▪ Good multi-tasking skills ▪ Proficient in MS Office <p><u>PROGRAMMER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in writing updates and maintains computer programs or software packages to handle specific application such as storing and retrieving data; 2. Assists in correcting program errors by making appropriate changes and rechecking the program to ensure that the desired results are delivered; 3. Assists in conducting trial run of programs and software applications; 4. Assists in supervising junior programmers; 5. Assists in reviewing and rewriting programs using workflow chart and diagram; 6. Consults with technical personnel to clarify program intent, identify problems and suggest modifications; 7. Compiles documentation of program development and subsequent revisions; 	
--	--	--	--

		<ol style="list-style-type: none"> 8. Assists in preparing detailed workflow charts and diagrams that describes input, output and logical operation and convert them into a series of instructions coded in a computer language; 9. Assists computer operators or system analysts to define and resolve problem with regard to computer programs; 10. Observes the computer networks, workstations and central processing units of the system or peripheral equipment to determine their response to a program instruction; 11. Collaborates with computer users to assist in developing programming requirements; and 12. Performs other related functions that may be assigned from time to time and demonstrates continuous effort in providing quality customer service. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Knowledge of circuit boards, processors, electronic equipment, computer hardware and software, including application and programming ▪ Knowledge of the theory, principles and practices of systems and applications programming ▪ Knowledge of the functions & capabilities of computer operations systems & software programming applications ▪ Reliable, honest, hardworking and willing to render overtime ▪ Knowledge of computer security procedures ▪ Skilled in writing computer programs for various purposes ▪ Can arrange things or actions in a certain order or pattern according to a specific rule or set of rules ▪ Can identify information by categorizing, estimating, recognizing differences or 	
--	--	---	--

		<p>similarities, and detecting changes in circumstances or events</p> <ul style="list-style-type: none"> ▪ Skilled in the use of the programming language specific to the assignment <p><u>EMPLOYEES' LOAN PROCESSOR</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Prepares report/s on received and processed loan documents and procurement transactions; 2. Assists in the prompt processing of loans being availed by the employees; 3. Assists in providing accurate and prompt assistance to loan availment related inquiries and requests; 4. Assists in maintaining and monitoring of employees' loan records to comply with the company's safekeeping standards; 5. Assists in processing and coordinating of procurement transactions to address logistical requirements of the Division; 6. Assists in maintaining and monitoring procurement records and supplies; 7. Assists in verifying administrative and other logistical transactions based on instituted policies and guidelines; 8. Prepares petty cash requests, reimbursements, and other disbursement vouchers; 9. Carries out administrative tasks such as filing, typing, copying, binding, and scanning; and 10. Performs other related functions that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p>	
--	--	--	--

- Proficient in computer applications such as MS Office (Word, Excel, PowerPoint)
- Good communication skills
- Good records and logistics management
- Good logistics management

INFORMATION DESK COORDINATOR

A. Duties & Responsibilities

1. Monitors complaints from the Hotline 8888 Complaints Center and from the 8888 SHFC MS Outlook account;
2. Assists in evaluating complaints received from the Hotline 8888 Complaints Center, 8888 SHFC MS Outlook account, Presidential Complaints Center, Civil Service Commission, DHSUD, Office of the President, Office of the Executive Vice President, and National Home Mortgage Finance Corporation;
3. Coordinates with the complainant and with the concerned department on the details of the complaint;
4. Furnishes the concerned department and the Hotline 8888 Complaints Center with a copy of signed memorandum through e-mail and from the Hotline 8888 SHFC account;
5. Assists in monitoring the action taken by the concerned department on the complaint within the required 72-hour period;
6. Furnishes the Hotline 8888 Complaints Center, Presidential Complaints Center, Civil Service Commission, DHSUD, OP, OEVP, or NHMFC with the action taken by the concerned department;

		<p>7. Prepares and updates Complaint Monitoring Sheet on a monthly basis;</p> <p>8. Assists in answering queries on SHFC's Housing Program from walk-in clients, telephone inquiries, and from social media through the Information and Public Assistance Desk (IPAD);</p> <p>9. Prepares and updates the IPAD report on a monthly basis; and</p> <p>10. Performs other related functions as may be assigned from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Preferably with knowledge in various government housing programs and services, especially on Community Mortgage Program ▪ Proficient in oral and written communication ▪ Reliable, honest, hardworking and willing to render overtime ▪ Computer applications (MS Word, MS Excel, and MS PowerPoint) ▪ Positive attitude towards others ▪ Can work with limited supervision ▪ Willingness to work well with others <p><u>LEGAL RESEARCHER</u></p> <p>A. Duties & Responsibilities</p> <p>1. Assists in researching and preparing the laws, applicable jurisprudence and rules needed by the lawyer in their pleading to be filed in court;</p>	
--	--	--	--

		<ol style="list-style-type: none"> 2. Assists in drafting simple affidavits, agreements, contracts, and memoranda needed by the Immediate Supervisor and other senior staff; 3. Appears in court when lawyer is not available; 4. Acts as temporary custodian of titles for release to MBs; 5. Prepares the necessary documents (e.g. Partial release of Real Estate Mortgage) for the release of title to MBs; 6. Assists in supervising legal research work and the release of titles to MBs; 7. Assists in maintaining research material (e.g. Law books, forms and reference) for proper safekeeping and easy tracking of reference materials; 8. Acts as the department's liaison officer with government agencies in the absence of the Lawyers; and 9. Performs other functions that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor of Laws ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Laws and Jurisprudence relating to housing and corporate finance ▪ Legal Forms, legal writing, and rules of court ▪ Reliable, honest, hardworking and willing to render overtime ▪ Drafting and Review of Contracts ▪ Legal research and legal writing ▪ Computer proficiency in MS Applications (Word, Excel, PowerPoint) ▪ Hardworking, efficient, can work with minimum supervision, attentive to details, 	
--	--	--	--

punctual, can work under pressure doing multiple tasks, willing to work beyond regular office hours if necessary and comfortable with working under schedules and deadlines

ACCREDITATION STAFF

A. Duties & Responsibilities

1. Assists in the initial evaluation of contractors/developers and mobilizers applying for accreditation;
2. Assists in the conduct of Background Investigation of applicant developers, contractors, and mobilizers;
3. Answers queries and drafts letters for the partners inquiring about SHFC and its programs;
4. Facilitates queries or questions of partners and coordinates with other SHFC departments for its resolution;
5. Assists in updating baseline information of partners or CMP Stakeholders in relation with the conduct of Capacity Building Program;
6. Assists in facilitating consultations and assemblies with the partners to ascertain their training needs and its development;
7. Assists in facilitating and coordinating with resource persons and support institutions for the conduct of Capacity Building Programs for the SHFC partners; and
8. Performs other related duties as may be assigned by the Immediate Supervisor.

B. Qualification Standards

- *Education:* Bachelor’s Degree in any relevant course

		<ul style="list-style-type: none"> ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Conceptualization and recommendation of new and better ways of providing service and coordinating with MBs/partners/stakeholders ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Good written and oral communication skills ▪ Research and data analysis ▪ Computer proficiency (MS Word, MS Excel, MS PowerPoint) ▪ Able to multitask; able to handle stressful situations <p><u>PROGRAM DEVELOPMENT</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Conducts needs assessment and data gathering to support the development of a new program; 2. Assists in the drafting and editing of the proposal of a new program; 3. Identifies opportunities for collaboration across other SHFC departments, external agencies or even companies, and liaises as needed to strengthen information sharing, program design, and external relations; 4. Provides general backstopping for the program development which includes scheduling meetings, developing support documents, and conducting research; and 5. Performs other related functions and organizational tasks that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p>	
--	--	--	--

		<ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in Journalism, Broadcast Communication, Communication Research, Economics ▪ <i>Experience:</i> 2 years of related work experience ▪ <i>Training:</i> 8 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Good networking and research skills ▪ Good resource mobilization skills ▪ Above average communication and analytical skills ▪ Basic illustration and writing skills ▪ Community organizing and development skills <p><u>TECHNICAL WRITER</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Provides technical and administrative support, and other logistical transactions to Division/Department supervisors 2. Drafts technical reports, letters, memoranda, etc., for review and editing of the department head. 3. Prepares requested documents/data from employees/departments based on the policies/guidelines and Departments’ Citizen’s Charter; and 4. Performs other related functions that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ Education: Bachelor's Degree relevant to the job ▪ Experience: 2 years of relevant work experience ▪ Training: 8 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Proficient in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Excellent written communication skills ▪ Good records management 	
--	--	--	--

		<ul style="list-style-type: none"> ▪ Good logistics management 	
	<p>TECHNICAL STAFF 6 (100 Personnel)</p>	<p>TECHNICAL STAFF 6 (100 Personnel)</p> <p><u>CIVIL ENGINEER/APPRaiser</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 5. Responsible for the technical evaluation of properties in accordance with Area/Division's systems, procedures, and program terms and policies; 6. Conduct site inspection, verification of title, property's land use and appraisal properties for acquisition through CMP; 7. Gathers and analyses general and specific data necessary in the preparation of appraisal report; 8. Prepares site inspection, title verification, appraisal, project accomplishments, and compliance reports; 9. Validates accomplishment/compliance documents submitted by stakeholders and assesses conditions thereof for purpose of loan release; 10. Undertakes a thorough evaluation of the site development and house construction cost estimates submitted by the CMP-M/Community Association to determine the technical feasibility of the proposed project under SHFC's housing programs; 11. Checks a) the property boundaries and configuration thru plotting, b) the accuracy of the technical description inscribed in the Transfer Certificates of titles, c) the approved subdivision plan, and d) the total land area; 12. Identifies issues/bottlenecks encountered in the evaluation/appraisal process; 13. Prepares materials for presentation to the SHFC Board of Directors for LOG approval; 14. Canvasses prices of construction materials; 15. Monitors projects' accomplishments for site development and house construction and the performance of CPM; and 3. Performs other related functions that may be assigned from to time. 	

		<p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s degree in Civil Engineering or Architecture, Licensed Civil Engineer or Architect; Licensed Appraiser ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Real Estate Appraising, surveying/property identification, cost estimating, project supervision/management, and structural design ▪ Working knowledge in housing development, construction supervision, and structural Design ▪ Computer literate preferably with knowledge in use of Project Management software (Primavera or any equivalent computerized cost estimate) and plotting software (AutoCAD) or equivalent <p><u>CAPACITY BUILDING</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Represents SHFC in the local inter-agency livelihood sub-committee; 2. Develops and maintains database of member-beneficiaries; 3. Conducts livelihood analysis and skills assessment based on data gathered from socio-economic surveys; 4. Designs livelihood frameworks for policies and procedures and livelihood activities consistent with the LRIP; 5. Coordinates and collaborates with project stakeholders to plan, organize, and implement the livelihood program; 6. Monitors and evaluates programs by using efficient methodology based on international standards; 2. Leads project programming related to increasing livelihood opportunities and priorities as defined by community engagement activities; 3. Contributes to and provides inputs to the annual work plan, required project reports, baseline 	
--	--	---	--

		<p>data, tools and indicators for monitoring, evaluation, and collection;</p> <ol style="list-style-type: none"> 4. Provides technical assistance and capacity building to project staff, implementing partners, stakeholders, and others; 5. Documents lessons learned, evaluates impact, and modifies community development approaches as needed; and 6. Performs other functions that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's degree relevant to the job ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Capacity building ▪ Why, Where, What strategy ▪ Advanced office skills ▪ Effective communication skills ▪ Good organizational and multi-tasking skills ▪ Can easily adjust to a diverse working environment ▪ Can maintain confidentiality of sensitive information ▪ Dependable, team-oriented, and has strong work ethic ▪ Can establish good working relationships with colleagues <p><u>COMPLIANCE & RISK RESEARCHER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists the Compliance Officer in ensuring the submission of requirements to different government regulatory bodies; 2. Monitors and reports to the Compliance Officer the compliance of SHFC's deliverables with existing laws, rules, and policies; 3. Assists in the investigation for possible non-compliance and infractions of existing laws, rules, and policies and prepares report to the Department and the Management; 	
--	--	--	--

		<p>4. Prepares a variety of written reports, memoranda, and correspondence related to enforcement activities;</p> <p>5. Maintains accurate documentation and case files on all enforcement actions/activities, including accurate and detailed information regarding code enforcement to substantiate violations; and</p> <p>6. Performs other related functions that may be assigned by the immediate supervisor from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor of Laws or any related course ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Jurisprudence relating to housing and corporate financing ▪ Basic loan and mortgage documents ▪ Minutes documentation ▪ Good oral and written communication skills ▪ Good problem-solving and decision skills ▪ Technology literacy <p><u>RECRUITMENT & LEARNING DEVELOPEMENT</u></p> <p>A. Duties & Responsibilities</p> <p>1. Assists in administering a proactive and responsive personnel selection and placement to acquire and provide personnel based on the required competencies and qualifications of the requisitioning unit;</p> <p>2. Assists in the implementation of the Competency-Based System in Recruitment and Promotion;</p> <p>3. Arranges logistics needed for in-house training programs, participants' payments and records needed by training firms for public seminars;</p>	
--	--	---	--

		<ol style="list-style-type: none"> 4. Assists in preparing and checking training materials such as outlines, texts and hand-outs prepared by instructors; 5. Assists in organizing, developing and obtaining training procedure manuals, guides and course materials such as hand-outs and other visual aids; 6. Assists in coordinating and working with Group Heads, Managers, Chiefs of Division and Resource Persons with regard to training programs to be conducted/facilitated to ensure its smooth implementation; 7. Compiles training modules and materials acquired by the agency for both the in-house and external seminars; 8. Monitors, assists in evaluating, and records training programs to determine the training effectiveness and its impact to the organization; 9. Coordinates with Managers and Division Chiefs of all departments/divisions for the implementation of PMS's activities; 10. Collects, verifies and compiles submitted accomplished employees' performance appraisal; 11. Assists in recording and updating performance appraisal rating of all employees on database on per semester basis; 12. Summarizes employees' rating, evaluates rater and rater's comments and communicates the results to immediate supervisor; and 13. Performs other functions as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course 	
--	--	---	--

		<ul style="list-style-type: none"> ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Recruitment and Promotion, Training and Development ▪ Computer literate ▪ Reliable, honest, hardworking and willing to render overtime ▪ Administration and Management; and Documents and Records Management ▪ Good organizational and presentation skills ▪ Possesses excellent communication skills; excellent records management ▪ Proficiency in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Resilient, results and quality-oriented, committed, organized, self-motivated, a team player, and with keen attention to details ▪ Has sense of urgency, persistent (especially in making constant follow-up) <p><u>ACCOUNTING MANAGEMENT</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 14. Consolidates all cash transactions, monitors fund balances, and prepares daily cash position report; 15. Prepares checks, analyses, and prepares disbursement reports; 16. Prepares notices, coordinates with other departments and stakeholders for loan release, refund of excess payments and other operating expenses; 17. Reconciles and monitors daily bank balances and prepares relevant reports; 18. Maintain Landbank WeAccess facility and makes necessary adjustments and corrections whenever necessary; 19. Prepares BSP AMLC Covered Transaction report; 20. Prepares monthly/quarterly DBM/DOF interest income and fund utilization reports; 21. Prepares monthly reports on outstanding checks and unreleased Corporate checks and; 	
--	--	--	--

		<p>22. Ensures the safekeeping of unissued, issued, and signed corporate checks;</p> <p>23. Ensures the timely submission of all paid checks and vouchers to FCD/COA;</p> <p>24. Assists in the cashiering operations during peak periods; and</p> <p>25. Performs other related functions that may be assigned by the immediate supervisor from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in Accountancy ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Accounting standards and procedures ▪ Records management ▪ Business correspondence ▪ Good interpersonal, communication, and organizational skills ▪ Above average accounting skills ▪ Good multi-tasking skills ▪ Proficient in MS Office <p><u>GENDER ADVOCACY AWARENESS</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in implementing and facilitating the trainings and activities based on the annual Gender and Development Plans and Budget on both the clients and the organization to effectively carry out the Corporate Gender and Development advocacy; 2. Acts as a resource person in trainings with SHFC partners and Community Associations to constantly cascade relevant information; 3. Assists in analyzing and resolving issues to guide relevant interested parties on the submission of valid and acceptable documents specifically on the applications of Gender and Development trainings and capacity buildings; 4. Assists in preparing specific proposals and presentations to persuade prospective 	
--	--	--	--

		<p>partners/sponsors for livelihood projects, trainings, etc. to appropriately support the augmenting of amortization of the community;</p> <ol style="list-style-type: none"> 5. Assists in initiating new approaches to effectively organize and coordinate trainings/seminars among units/offices within the organization and relevant interested parties; 6. Assists in monitoring the Corporate Gender Responsiveness according to the Gender Mainstreaming Evaluation Framework Toolkit and Harmonized Gender and Development Guidelines Toolkit to continuously develop and re-develop the Gender and Development advocacy; and 7. Performs other related functions that may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in any relevant course ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Knowledge in the guidelines and execution of RA 7192, Section 36 of RA 9710, EO 273, and PCW-NEDA-DBM Joint Circular No. 2012-01 ▪ Good networking and research skills ▪ Good resource mobilization skills ▪ Above average communication and analytical skills ▪ Has a positive attitude and a team-player ▪ Trustworthy, hardworking, punctual, dependable, and responsible ▪ Innovative, self-driven, and proactive <p><u>PROGRAMMER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 13. Assists in writing updates and maintains computer programs or software packages to handle specific application such as storing and retrieving data; 14. Assists in correcting program errors by making appropriate changes and rechecking the 	
--	--	--	--

		<p>program to ensure that the desired results are delivered;</p> <ol style="list-style-type: none"> 15. Assists in conducting trial run of programs and software applications; 16. Assists in supervising junior programmers; 17. Assists in reviewing and rewriting programs using workflow chart and diagram; 18. Consults with technical personnel to clarify program intent, identify problems and suggest modifications; 19. Compiles documentation of program development and subsequent revisions; 20. Assists in preparing detailed workflow charts and diagrams that describes input, output and logical operation and convert them into a series of instructions coded in a computer language; 21. Assists computer operators or system analysts to define and resolve problem with regard to computer programs; 22. Observes the computer networks, workstations and central processing units of the system or peripheral equipment to determine their response to a program instruction; 23. Collaborates with computer users to assist in developing programming requirements; and 24. Performs other related functions that may be assigned from time to time and demonstrates continuous effort in providing quality customer service. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Knowledge of circuit boards, processors, electronic equipment, computer hardware and software, including application and programming ▪ Knowledge of the theory, principles and practices of systems and applications programming 	
--	--	--	--

- Knowledge of the functions & capabilities of computer operations systems & software programming applications
- Reliable, honest, hardworking and willing to render overtime
- Knowledge of computer security procedures
- Skilled in writing computer programs for various purposes
- Can arrange things or actions in a certain order or pattern according to a specific rule or set of rules
- Can identify information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events
- Skilled in the use of the programming language specific to the assignment

EMPLOYEES' LOAN PROCESSOR

A. Duties & Responsibilities

1. Prepares report/s on received and processed loan documents and procurement transactions;
2. Assists in the prompt processing of loans being availed by the employees;
3. Assists in providing accurate and prompt assistance to loan availment related inquiries and requests;
4. Assists in maintaining and monitoring of employees' loan records to comply with the company's safekeeping standards;
5. Assists in processing and coordinating of procurement transactions to address logistical requirements of the Division;
6. Assists in maintaining and monitoring procurement records and supplies;
7. Assists in verifying administrative and other logistical transactions based on instituted policies and guidelines;
8. Prepares petty cash requests, reimbursements, and other disbursement vouchers;
9. Assists in carrying out administrative tasks such as filing, typing, copying, binding, and scanning; and
10. Performs other related functions that may be assigned by the immediate supervisor from time to time.

B. Qualification Standards

- *Education*: Bachelor's Degree in any relevant course
- *Experience*: 3 years of related work experience
- *Training*: 16 hours of relevant training

C. Knowledge, Skills and Attitude

- Proficient in computer applications such as MS Office (Word, Excel, PowerPoint)
- Good communication skills
- Good records and logistics management
- Good logistics management

AUDITING

A. Duties & Responsibilities

1. Under general supervision of the team leader, reviews and appraises systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports and performance standards of the agency to ascertain the reliability and integrity

of financial and management information and the means used to identify, measure, classify, and report such information;

2. Assists the team leader in verifying and analyzing financial and management data to ascertain the extent to which the assets and other resources

of the agency are accounted for and safeguarded from losses of all kinds;

3. Assists in the conduct of researches to obtain background information on the activities to be audited to determine the impact on the audit;

4. Assists in the discussion of internal audit scope and objectives with concerned agency personnel prior to conduct of audit;

5. Assists in the preparation of reports on the results of audit completed and makes recommendations;

		<p>6. Assists in the conduct of follow through of actions to determine if audit recommendations have been implemented;</p> <p>7. Assists in the conduct of investigation of anomalies discovered in audit and submits reports and recommendations on investigations completed;</p> <p>8. Assists in the conduct of special audit as assigned; and</p> <p>9. Performs other functions that may be assigned from time to time by the Immediate Superior.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s Degree in Industrial Engineering ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ VISIO (flowcharting) ▪ Microsoft Office (Word, Excel, Powerpoint) ▪ Process flow of a business unit ▪ Good oral and written communication skills ▪ Above average mathematical and analytical skills ▪ Good organizational and time management skills ▪ Good presentation skills <p><u>CIVIL ENGINEER</u></p> <p>D. Duties and Responsibilities</p> <p>10. Prepares loan financial documentation within the required turn-around-time for the liquidation of funds;</p> <p>11. Operates office equipment and the presentation of meeting agenda;</p>	
--	--	--	--

		<p>12. Provides technical assistance to senior staff and schedules appointments as directed;</p> <p>13. Receives and routes variety of office documents under the direction and supervision of the head of unit;</p> <p>14. Undertakes the maintenance and retrieval of files and records of the office and performs other general office tasks;</p> <p>15. Assists in the completion or reports and data gathering;</p> <p>16. Assists in the drafting of correspondences and prepares vouchers as directed;</p> <p>17. Attends to visitors and callers, handles their inquiries, and directs them to the appropriate persons according to their needs; and</p> <p>18. Performs other related functions that may be assigned from time to time and demonstrates continuous effort in providing quality customer service.</p> <p>E. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in Civil Engineering (Licensed) ▪ <i>Experience:</i> 3 year of relevant work experience ▪ <i>Training:</i> 16 hours of relevant training <p>F. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures ▪ Computer proficiency (MS Word, MS Excel, MS PowerPoint) ▪ Good interpersonal and communication skills <p><u>MORTGAGE EXAMINATION</u></p>	
--	--	---	--

		<p>1.A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in reviewing and validating loan and mortgage documents under the CMP as to their validity, legality, enforceability and acceptability based on the CMP policies and guidelines; 2. Prepares mortgage examination findings through thorough review of the submitted documents for approval of loan application; 3. Assists in communicating mortgage examination findings accurately to stakeholders for correct and complete compliance thereto (e.g. Mobilizer, CA or landowner); 4. Prepares transmittal letter for the release of check payments to landowner/s for proper monitoring of payments; 5. Assists in coordinating with SHFC linkages and partners to secure documents necessary for the approval of the loan applications; 6. Assists in collating and reviewing of mortgage documents after issuance of letter of guaranty based on the ME checklist for processing of loan release; 7. Consolidates the required documents necessary for the transfer of title to Community Association's name and annotation of REM; 8. Assists in maintaining proper safekeeping of mortgage documents submitted: including title's property with annotation of the REM for the protection of the released loan; and 9. Performs other functions that may be assigned from time to time. <p>1.B. Qualification Standards</p>	
--	--	---	--

- *Education:* Bachelor of Laws or related course
- *Experience:* 3 years of related work experience
- *Training:* 16 hours of relevant training

1.C. Knowledge, Skills and Attitude

- CMP policies and guidelines and applicable laws
- Computer literate
- Reliable, honest, hardworking and willing to render overtime
- Jurisprudence relating to housing and corporate financing
- Loans and Mortgage Examination
- Legal research and writing proficiency
- Excellent oral and written communication skills
- Problem-solving and decision-making skills
- Technology literacy
- Planning and scheduling of appointments
- Minutes documentation

INFORMATION DESK COORDINATOR

A. Duties & Responsibilities

1. Assists in monitoring complaints from the Hotline 8888 Complaints Center and from the 8888 SHFC MS Outlook account;
2. Assists in evaluating complaints received from the Hotline 8888 Complaints Center, 8888 SHFC MS Outlook account, Presidential Complaints Center, Civil Service Commission, DHSUD, Office of the President, Office of the Executive Vice President, and National Home Mortgage Finance Corporation;
3. Coordinates with the complainant and with the concerned department on the details of the complaint;
4. Furnishes the concerned department and the Hotline 8888 Complaints Center with a copy of

		<p>signed memorandum through e-mail and from the Hotline 8888 SHFC account;</p> <ol style="list-style-type: none"> 5. Assists in monitoring the action taken by the concerned department on the complaint within the required 72-hour period; 6. Furnishes the Hotline 8888 Complaints Center, Presidential Complaints Center, Civil Service Commission, DHSUD, OP, OEVP, or NHMFC with the action taken by the concerned department; 7. Prepares and updates Complaint Monitoring Sheet on a monthly basis; 8. Assists in answering queries on SHFC's Housing Program from walk-in clients, telephone inquiries, and from social media through the Information and Public Assistance Desk (IPAD); 9. Prepares and updates the IPAD report on a monthly basis; and 10. Performs other related functions as may be assigned from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in any relevant course ▪ <i>Experience:</i> 3 years of related work experience ▪ <i>Training:</i> 16 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Preferably with knowledge in various government housing programs and services, especially on Community Mortgage Program ▪ Proficient in oral and written communication ▪ Reliable, honest, hardworking and willing to render overtime ▪ Computer applications (MS Word, MS Excel, and MS PowerPoint) 	
--	--	--	--

		<ul style="list-style-type: none"> ▪ Positive attitude towards others ▪ Can work with limited supervision ▪ Willingness to work well with others <p><u>TECHNICAL WRITER</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Assists in the preparation of reports, presentations, and proposals of the Department's activities subject to the approval of the immediate supervisor and group head; 2. Drafts proposals and programs for review and editing of the department head; 3. Provides assistance in implementing the Department's policies and guidelines and monitors the compliance of other departments/stakeholders; and 4. Performs other related functions that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ Education: Bachelor's Degree relevant to the job ▪ Experience: 3 years of relevant work experience ▪ Training: 16 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p> <ul style="list-style-type: none"> ▪ Proficient in computer applications such as MS Office (Word, Excel, PowerPoint) ▪ Excellent written communication skills ▪ Good records management ▪ Good logistics management 	
	<p>TECHNICAL STAFF 7 (50 Personnel)</p>	<p>TECHNICAL STAFF 7 (50 Personnel)</p> <p><u>CIVIL ENGINEER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Does technical evaluation of properties in accordance with the Department's system and procedures and programs' terms and policies; 	

	<p>2. Conducts site inspection, verification of title/s, and appraisal of properties for acquisition thru CMP;</p> <p>3. Gathers and analyzes general and specific data necessary in the preparation of appraisal report;</p> <p>4. Prepares title verification and site inspection, appraisal, project accomplishment, and compliance reports;</p> <p>5. Validates accomplishment/compliance documents submitted by stakeholders and assesses conditions thereof for purposes of loan release;</p> <p>6. Undertakes thorough evaluation of the site development and house construction cost estimates submitted by the Originator/Community Association</p> <p>to determine the technical feasibility of the proposed projects under SHFC's housing programs;</p> <p>7. Checks a) the property's boundaries and configuration thru plotting, b) the accuracy of the technical description inscribed in the Transfer Certificates</p> <p>of Titles, c) approved subdivision plan, and d) the total land area;</p> <p>8. Identifies issues /bottlenecks encountered in the evaluation/appraisal process and recommends solutions thereof;</p> <p>9. Prepares materials for presentation to the SHFC Board of Directors such as maps showing comparable CMP projects within the vicinity and pictures of projects to be endorsed for LOG approval;</p> <p>10. Canvasses prices of construction materials; and</p> <p>11. Performs other functions that may be assigned from time to time.</p> <p>B. Qualification Standards</p>	
--	--	--

		<ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's degree in Civil Engineering (Licensed) ▪ <i>Experience:</i> 4 years of related work experience ▪ <i>Training:</i> 24 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Site Inspection & Appraisal ▪ Technical Evaluation & Project Monitoring ▪ Technology Literacy ▪ Planning & Organization ▪ Project Management <p><u>SOFTWARE DEVELOPER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Writes, updates, supervises computer programs or software packages that handles specific jobs, such as tracking loan documents, storing or retrieving data, or employee; 2. Uses code libraries, which are collections of independent lines of code to simplify the writing; 3. Supervises and conducts trial runs of programs and software applications to be sure that the desired information and instructions are correct; 4. Compiles and writes documentation of program development and subsequent revisions, inserting comments in the coded instructions so other developers can understand; 5. Supervises error corrections by making appropriate changes and then rechecking the program to ensure that the desired results are produced; 6. Consults with the manager, supervisor, and customer to clarify program intent, identify problems, and suggest changes; 7. Performs revision and expansion of existing programs to increase operating efficiency or adapt to new requirements; 8. Writes or contributes to instructions or manuals to guide end users; 9. Prepares detailed workflow charts and diagrams that describe input, output, and logical operation, and convert them into a series of instructions coded in a computer language; 10. Conducts training of end user based on created application; Supports subordinates in programming and program coding; 11. Performs unit testing on all the modules developed; 	
--	--	---	--

		<p>12. Maintain assigned application and suggest changes if necessary;</p> <p>13. Assists junior programmers on delivering their task; and</p> <p>14. Performs other related functions as may be assigned by the immediate supervisor from time to time.</p> <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor's Degree in Information Technology, Computer Engineering and Information Technology ▪ <i>Experience:</i> 4 years of related work experience ▪ <i>Training:</i> 24 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ SQL/Web Programming/ASP.Net/PHP/VB6/MS Office ▪ Proficient in MS Office applications, Computer Programming, SQL Programming ▪ Technical writing skills <p><u>RESEARCH & POLICY WRITER</u></p> <p>A. Duties & Responsibilities</p> <ol style="list-style-type: none"> 1. Undertakes management surveys on organizational structure and operational processes, and analyze results; 2. Assists in the conduct of management audit studies (organizational structure, human resource, and facilities); 3. Formulates, coordinates, implements, and evaluates corporate strategies and operational policies to ensure attainment of corporate targets; 4. Reviews organizational action plans and activities with emphasis on synergy of processes; 5. Assists corporate units (national and regional offices) in improving work systems and processes to efficiently and effectively meet corporate targets; 6. Performs corporate planning functions related to work systems and processes; and 7. Performs other related functions that may be assigned from time to time. 	
--	--	--	--

	<p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ <i>Education:</i> Bachelor’s degree relevant to the job (such as Economics, Engineering (Industrial), Social Science/Sociology, Urban Studies/Town Planning or any equivalent) ▪ <i>Experience:</i> 4 years of related work experience ▪ <i>Training:</i> 24 hours of relevant training <p>C. Knowledge, Skills and Attitude</p> <ul style="list-style-type: none"> ▪ Research and technical writing ▪ Sound methodologies on effective processes and procedures that will assist different corporate units to achieve their objectives and the overall corporate goals ▪ Competent oral communication skills (ability to conduct presentation to a large number of people and/or SHFC senior officers) ▪ Competent writing skills (ability to conduct critical analyses of issues/policies both external and internal related to planning policy and process analysis) ▪ Ability to do multi-tasking work <p><u>TECHNICAL WRITER</u></p> <p>A. Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Reviews reports, presentations, and proposals of the Department’s activities and endorses for approval of the immediate supervisor and group head; 2. Communicates the implementation the Department’s policies and guidelines and suggests amendments to increase efficiency or adapt to new necessities; and 3. Performs other related functions that may be assigned by the immediate supervisor from time to time. <p>B. Qualification Standards</p> <ul style="list-style-type: none"> ▪ Education: Bachelor's Degree relevant to the job ▪ Experience: 4 years of relevant work experience ▪ Training: 24 hours of relevant training <p>C. Knowledge, Skills, and Attitude</p>	
--	---	--

		<ul style="list-style-type: none">▪ Proficient in computer applications such as MS Office (Word, Excel, PowerPoint)▪ Excellent written and oral communication skills▪ Good records and logistics management▪ Good logistics management	
--	--	---	--

SAMPLE OF PERFORMANCE ASSESSMENT

as of _____

NAME OF WORKFORCE PROVIDER:

RATING FACTORS		WEIGHT	RATING	REMARKS
1	CONTRACT ADMINISTRATION & MANAGEMENT	25%		
	1.1. Breaches on the Contract Agreement.		40%	
	1.2. Service delivery concerns in connection with the terms set out in the contract/agreement are promptly		30%	
	1.3. Contract rates are efficiently adjusted and accurately effected based on the latest wage order issuances, labor regulations, and other agency-related circulars.		30%	
			100%	
2	QUALITY OF SERVICE	25%		
	2.1 . Reports on the tardiness and absenteeism of personnel are submitted, monitored and acted upon.		25%	
	2.2. Verbal and written complaints are acted upon in accordance to company rules and policies and within the prescribed period set by SHFC.		25%	
	2.3 No verbal or written complaints from personnel on being underpaid and/or delay in payment of salaries and wages.		25%	
	2.4 Report on the wearing of corporate attire and other disciplinary cases are promptly submitted and monitored.		25%	
3	TIME MANAGEMENT	25%	100%	
	3.1. Statements of accounts are transmitted within the prescribed period after ___ & ___ of the month.		35%	
	3.2. Amended contract rates are promptly relayed and/or transmitted to SHFC based on the effectivity date indicated on wage orders, issuances, etc.		30%	
	3.3. Computations per personnel in the billing statements are accurate in accordance with the signed contract rates		35%	
			100%	
4	MANAGEMENT & SUITABILITY OF PERSONNEL	25%		
	4.1. The service provider is working effectively with the SHFC to maintain costs at an acceptable level.		35%	
	4.2. An account/servicing personnel is being provided at no cost to SHFC.		35%	
	4.3 Other administrative logistics are being provided at no cost to SHFC.		30%	
			100%	

TOTAL **100%**

1 x (.25) =
 2 x (.25) =
 3 x (.25) =
 4 x (.25) = _____
Total

Legend: (Score in excess of 90%)
 SHFC is very satisfied with the service (Score between 80% and 90%)
 SHFC is satisfied with the service (Score between 70% and 79%)
 SHFC is somewhat satisfied with the service (Score below 70%)
 SHFC is not satisfied with the service

Notes: 1) 5 points in the rating will be deducted for every instance of non-compliance and/or non-conformity of the party on contract provisions, non-responsiveness to the delivery of services and to other issues/concerns
 2) 3 points in the rating will be deducted for every minor issues/concerns in the given criteria

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, workforce requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

