



National Development Company



02 May 2017

Director HENRY B. PELIÑO
Director II – CSC Field Office - DBP
CIVIL SERVICE COMMISSION
4F DBP Building, Gil Puyat Ave., cor. Makati Ave.
Makati City



Dear **Director Peliño**:

We would like to request for the publication of the following vacant position in the Bulletin of Vacant Positions in the government:

(1) Accountant IV

Thank you.

Very truly yours,


AGM SATURNINO H. MEJIA
Chair, Personnel Selection Board

NATIONAL DEVELOPMENT COMPANY

REGION: NCR; AGENCY: NDC; POSITION: (1) Accountant IV, Salary Grade 20, Item No. 26

QUALIFICATION STANDARDS:

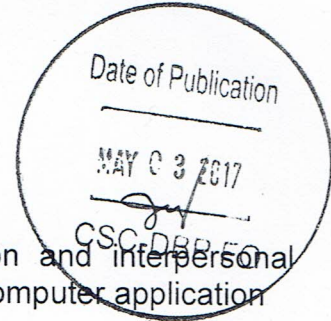
Education : Bachelor's degree in Commerce/Business Administration major in Accounting

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : RA 1080 (CPA)

Desirable Competencies : Strong analytical, communication and interpersonal relations skills and proficient in computer application



Applicants should signify interest in writing. Kindly indicate the position and item number in the application letter. Moreover, attach the following documents to the application letter:

1. Fully accomplished Personal Data Sheet with recent passport-sized picture (CS Form 212 Revised 2005) which can be downloaded at www.csc.gov.ph
2. Performance ratings in the last two (2) semesters preceding this publication;
3. Authenticated copy of RA 1080 Eligibility; and
4. Photocopy of Transcript of Records Applicants are advised to hand in or send through courier their application not later than 5:00 P.M., May 20, 2017 to:

MA. LOURDES F. REBUENO

General Manager

National Development Company

NDC Bldg., 116 Tordesillas St., Salcedo Village

Makati City

ONLY APPLICANTS WITH COMPLETE DOCUMENTS WILL BE ENTERTAINED