



# National Development Company

*receiving copy*



04 MAY 2017

**DIR. HENRY B. PELIÑO**  
Director II  
Civil Service Commission  
DBP Field Office  
4/F DBP Building,  
Gil Puyat Ave. Cor. Makati Ave.,  
Makati City

**RECEIVED**  
CSFO-DBP, Makati City  
Date: MAY 04 2017  
By: [Signature]

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) Administrative Service Officer IV

Thank you.

Very truly yours,

**SATURNINO H. MEJIA** *[Signature]*  
Chair, Personnel Selection Board

## NATIONAL DEVELOPMENT COMPANY

REGION: NCR; AGENCY: NDC; POSITION: **(1) ADMINISTRATIVE SERVICES OFFICER IV**, Salary Grade 18, Item No. 23

### QUALIFICATION STANDARDS:

Education	:	Bachelor's Degree Preferably Bachelor's Degree in Civil Engineering
Experience	:	Two (2) years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	Career Service (Professional) Second Level Eligibility Preferably with RA 1080 (Civil Engineer)
Desirable Competencies	:	Good communication and interpersonal skills, and proficient in computer applications

Applicants should signify interest in writing. Kindly indicate the position and item number in the application in the 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](http://www.csc.gov.ph)
2. Performance ratings in the last two (2) semesters preceding this publication;
3. Authenticated copy of Civil Service Eligibility; and
4. Photocopy of Transcript of Records/Diploma

Applicants are advised to hand in or send through courier their application not later than 5:00 P.M. , May 24, 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**