



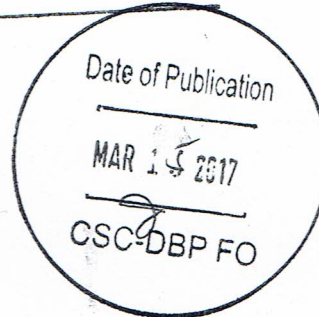
# National Development Company



14 MARCH 2017

**RECEIVED**  
CSFO-DBP, Makati City  
Date: \_\_\_\_\_  
By: \_\_\_\_\_

**DIR. HENRY B. PELIÑO**  
Director II  
Civil Service Commission  
DBP Field Office  
4/F 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) Management and Audit Officer V
- (1) Secretary III

Thank you.

Very truly yours,

  
**SATURNINO H. MEJIA**  
Chair, Personnel Selection Board

## NATIONAL DEVELOPMENT COMPANY

REGION: NCR; AGENCY: NDC; POSITION: **(1) MANAGEMENT AND AUDIT OFFICER V**, Salary Grade 22, Item No. 7

### QUALIFICATION STANDARDS:

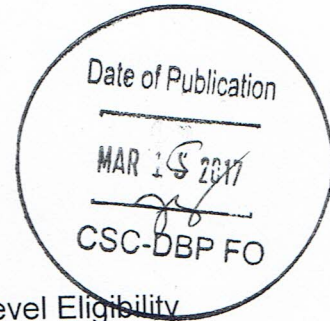
Education : Bachelor's Degree relevant to the job

Experience : Four (4) years of relevant experience

Training : 24 hours of relevant training

Eligibility : Career Service (Professional) Second Level Eligibility

Desirable Competencies : Strong organizational and analytical skills, excellent oral and written communication skills, and highly proficient in computer applications



REGION: NCR; AGENCY: NDC; POSITION: **(1) SECRETARY**, Salary Grade 10, Item No. 63

### QUALIFICATION STANDARDS:

Education : Completion of two-years studies in college

Experience : Two (2) years of relevant experience

Training : 8 hours of relevant training

Eligibility : Career Service (Subprofessional) First Level Eligibility

Desirable Competencies : Good communication and interpersonal skills, and proficient in computer applications