



16 June 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 positions in the Bulletin of Vacant Positions in the government:

- (1) Corporate Executive Officer II
- (1) Development Management Officer IV

Thank you.

Very truly yours,


AGM SATURNINO H. MEJIA
Chair, Personnel Selection Board

NATIONAL DEVELOPMENT COMPANY

REGION: NCR; AGENCY: NDC; POSITION: (1) Corporate Executive Officer II, Salary Grade 24, Item No. 43, Monthly Salary: Php 49,750.00

QUALIFICATION STANDARDS:

Education : Bachelor's degree

Experience : 5 years of relevant experience

Training : 32 hours of relevant training

Eligibility : Career Service (Professional)

Desirable Competency : Superior organizational and negotiation skills, solid financial analysis skills, superior communication and presentation skills, effective relationship building and networking skills, possesses comprehensive knowledge of industry/business trends and practices and highly proficient in computer applications

REGION: NCR; AGENCY: NDC; POSITION: (1) Development Management Officer IV, Salary Grade 22, Item No. 46, Monthly Salary: Php 42,652.00

QUALIFICATION STANDARDS:

Education : Bachelor's degree relevant to the job

Experience : 3 years of relevant experience

Training : 16 hours of relevant training

Eligibility : Career Service (Professional)

Desirable Competency : Strong organizational skills and analytical skills strong communication 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 2017) 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 career service professional/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., July 1, 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