

Date of Publication

NOV 28 2017

CSC-DBP FO

Republic of the Philippines
NATIONAL DEVELOPMENT COMPANY
Request for Publication of Vacant Positions

RECEIVED
CSFO-DBP, Makati City

Date: _____
By: _____

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of National Development Company in the CSC website:

AGM SATURNINO H. MEJIA, Officer-In-Charge
(Head of Agency)

Date: 27-Nov-17

No.	Position Title	Plantilla Item No.	Salary Grade (SG)	Annual Salary	Qualification Standards				Competency* (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Development Management Officer III	49	18	428,316.00	Bachelor's degree relevant to the job (preferably BA/BS graduate in management, business, finance, economics, or other related course	8 hours of relevant training	Two (2) years of relevant experience (preferably with experience in investment management and other related fields)	CS Professional Second Level Eligibility		Investment II
	*** nothing follows ***									

* - Competency requirement - attached as Annex "A"

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 12, 2017.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MA. LOURDES F. REBUENO

General Manager

#116 Tordesillas St. Salcedo Village

Makati City

ndchr@ndc.gov.ph or migreyes@ndc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Position	COMPETENCY REQUIREMENT			Administration
	Organizational	Leadership & Managerial	Functional	
1. Development Management Officer III	<ol style="list-style-type: none"> 1. Commitment to Development 2. Strategic and Systems Thinking 3. Delivering Excellent Result 4. Solving Problems to Achieve Results 5. Collaborating with Stakeholders and/or Partners 6. Exemplifying Integrity and Professionalism 7. Communicating for Results 	<ol style="list-style-type: none"> 1. Organizational Strengthening 2. Engaging and Empowering Employees 3. Managing Performance 	<ol style="list-style-type: none"> 1. Investment Promotion Planning 2. Project Evaluation/ Feasibility Analysis (includes due diligence) 3. Financial Management 4. Financial Analysis 5. Program Management 6. Project Feasibility Study Preparation 7. project Development (program and budget for feasibility studies, surveys, investigation) 8. Entrepreneurial Thinking and Action 9. Influencing/Selling 10. Negotiation 	<ol style="list-style-type: none"> 1. Business Writing 2. Documentation and Records Management 3. Computer Skills 4. Logistics and Admin Support 5. Meeting Support Administration