

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

To: CIVIL SERVICE COMMISSION (CSC)

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

*Ma. Lourdes F. Rebuena*  
GM MA. LOURDES F. REBUENA  
(Head of Agency)   
Date: 2/19/2018

No.	Position Title	Plantilla Item No.	Salary Grade (SG)	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency* (if applicable)	
1	Department Manager III	34	26	1,105,296.00	Masters Degree (preferably graduate in Economics, statistics, finance, management, business or other related courses)	120 hours of relevant training (preferably with training in supervisory or management development courses)	Five (5) years of Supervisory experience (preferably Seven (7) years of relevant experience in the areas of strategic, corporate or financial/investment planning, at least 3 years of which is in a managerial capacity)	CS Professional Second Level Eligibility		Corporate Planning
*** 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 March 10, 2018.

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](http://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. Rebuena*  
MA. LOURDES F. REBUENA  
General Manager  
#116 Tordesillas St. Salcedo Village  
Makati City  
ndchr@ndc.gov.ph or mgr Reyes@ndc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Position	<b>DEPARTMENT MANAGER III</b>
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Functional Group	Corporate Planning Department
Functional Unit	MA
Salary Grade	26
No. of Personnel	1
Item No.	34

<b>ORGANIZATIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>CD1</b>	Commitment to Development (Personal)				•
<b>CD2</b>	Commitment to Development (Technical)				•
<b>SST</b>	Strategic and Systems Thinking				•
<b>DER</b>	Delivering Excellent Results				•
<b>SPAR</b>	Solving Problems to Achieve Results				•
<b>CSP</b>	Collaborating with Stakeholders and/or Partners				•
<b>EIP</b>	Exemplifying Integrity and Professionalism				•
<b>CR</b>	Communicating for Results				•

<b>LEADERSHIP &amp; MANAGERIAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>OS</b>	Organizational Strengthening				•
<b>EE</b>	Engaging and Empowering Employees				•
<b>MP</b>	Managing Performance				•

<b>ADMINISTRATIVE COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>BW</b>	Business Writing				•
<b>DR</b>	Documentation and Records Management				•
<b>CS</b>	Computer Skills				•
<b>MS</b>	Meeting and Support Administration				•
<b>LS</b>	Logistics and Support Administration		•		

<b>ICT OFFICE COMPETENCIES</b>		<b>Basic (1)</b>	<b>Intermediate (2)</b>	<b>Advanced (3)</b>	<b>Superior (4)</b>
<b>E1a</b>	Organizational Strategy Mapping				•
<b>E1b</b>	Strategy Execution				•
<b>E1c</b>	Organizational Planning Facilitation				•
<b>E1d</b>	Organizational Performance Management				•
<b>E1e</b>	Investment Strategy Review And Formulation				•
<b>E1f</b>	Research and Analysis				•
<b>E1g</b>	Managing Information				•
<b>E1h</b>	Entrepreneurial Thinking and Action				•
<b>E1i</b>	Business Process Review and Improvement				•
<b>E1j</b>	ISO Process Administration -*ISO Task Force				•

<b>ICT OFFICE COMPETENCIES</b>		<b>Basic (1)</b>	<b>Intermediate (2)</b>	<b>Advanced (3)</b>	<b>Superior (4)</b>
<b>E2a</b>	ICT Management				•
<b>E2b</b>	ICT Strategy and Planning				•
<b>E2c</b>	Data Management			•	
<b>E2d</b>	Database Administration				
<b>E2e</b>	Information Management			•	
<b>E2f</b>	Technical and Service Support Administration				
<b>E2g</b>	ICT Project Management			•	