

15 September 2015

**DIR. HENRY 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) Department Manager III
- (1) Attorney IV
- (1) Management and Audit Officer V
- (1) Accountant III
- (1) Administrative Services Officer IV
- (1) Administrative Services Officer III

Thank you.

Very truly yours,

**MA. CHRISTINA D. DE CASTRO**

Officer-In-Charge  
Finance and Administrative Department

## **NATIONAL DEVELOPMENT COMPANY**

REGION: NCR; AGENCY: NDC; POSITION: **(1) DEPARTMENT MANAGER III**,  
Salary Grade 26, Item No. 19

### QUALIFICATION STANDARDS:

- Education : Bachelor's Degree in Management, Business, Finance, Social Sciences and other related courses supported by an MA or MBA
- Experience : Seven (7) years of supervisory experience in administrative/human resources management/financial management and other related fields, 3 years of which in a managerial position
- Training : 120 hours training in functional/management development courses
- Eligibility : Career Service (Professional) Second Level Eligibility/ RA 1080 (CPA)
- Desirable Competencies : Strong organizational skills, excellent communication, interpersonal and negotiation skills, and proficient in Computer applications

REGION: NCR; AGENCY: NDC; POSITION: **(1) ATTORNEY IV**, Salary Grade 23, Item No. 17

### QUALIFICATION STANDARDS:

- Education : Bachelor of Laws
- Experience : Two (2) years experience in litigation, legal research and documentation, contract administration and other related functions.
- Training : 30 hours of relevant training in management development/functional training
- Eligibility : RA 1080 (Bar)
- Desirable Competencies : Strong organizational skills, analytical skills, strong communication and interpersonal skills, and proficient in computer applications

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

QUALIFICATION STANDARDS:

- Education : BA/BS Accounting, Management, Business, Finance or other related courses supplemented by an MBA or other related MA Degree in reputable school
- Experience : Four (4) years of relevant experience in the conduct of operations audit, systems and procedure as well as financial audit of company, background on ISO would be an advantage
- 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) ACCOUNTANT III**, Salary Grade 19, Item No. 28

QUALIFICATION STANDARDS:

- Education : BA/BS graduate in Accounting/Accountancy
- Experience : Two (2) years experience in Accounting and other related field
- Training : 16 hours of training in accounting operations and other Development courses
- Eligibility : RA 1080 (CPA)
- Desirable Competencies : Strong analytical, communication and interpersonal relations skills and proficient in computer applications.

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

QUALIFICATION STANDARDS:

- Education : BA/BS graduate in management, business or other related course
- Experience : Two (2) years experience in property management and general services operations
- Training : 16 hours of training in functional/supervisory development courses
- Eligibility : Career Service (Professional) Second Level Eligibility
- Desirable Competencies : Good communication and interpersonal relations skills and proficient in computer applications.

REGION: NCR; AGENCY: NDC; POSITION: **(1) ADMINISTRATIVE SERVICES OFFICER III**, Salary Grade 15, Item No. 24-A

QUALIFICATION STANDARDS:

- Education : BA/BS graduate in Management, Business or other related courses
- Experience : One (1) year experience in property management and general service operations and preferably proficient in procurement process, maintenance and safekeeping of all procurement records and proceedings, preparation of reportorial requirements and consolidation of various Project Procurement Management Plan (PPMP)
- Training : 16 hours of relevant training such as operations and technology management, procurement
- Eligibility : Career Service (Professional) Second Level Eligibility
- Desirable Competencies : Strong negotiation skills, solid financial analysis skills, strong 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