

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:

DBP FEB-21-2018 03:10:5PM

*GMMA*  
GEMMA LOURDES F. REBUENO  
(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	Human Resource Management Officer V	20	22	704,604.00	Bachelor's degree (preferably BA/BS graduate in Psychology, social sciences, management, or other related course supplemented by an MA or MBA degree)	24 hours of relevant training (preferably with training in human resource management/supervisory development courses)	Four (4) years of relevant experience (preferably with experience in various HR functions such as Recruitment, payroll and benefits planning and administration, employee services, counseling and conflict resolution)	CS Professional Second Level Eligibility		Finance and Admin	
2	Information Technology Officer I	38	19	469,812.00	Bachelor's degree relevant to the job (preferably BA/BS graduate in computer science/engineering or other related courses)	8 hours of relevant training (preferably with training in ICT-related and management development courses)	Two (2) years of relevant experience (preferably with experience in computer programming, systems analysis and design, LAN Administration and related computer application)	CS Professional Second Level Eligibility		Corporate Planning	

Position	<b>HR MANAGEMENT OFFICER V</b>
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Functional Group		Finance and Administrative Department
Functional Unit		<i>Human Resources Unit</i>
Salary Grade		22
No. of Personnel		1
Item No.:		20

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

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

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

<b>HUMAN RESOURCES FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
C2a	Recruitment Process Administration			•	
C2b	Screening and Selection			•	
C2c	Learning and Development Needs Identification			•	
C2d	Training Administration			•	
C2e	Career Development Planning and Implementation			•	
C2f	Benefits Administration			•	
C2g	Employee Relations			•	
C2h	Employment Contracting and Documentation			•	
C2i	Attendance and Leave Policy Administration			•	

Position	<b>INFORMATION TECHNOLOGY OFFICER I</b>
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Functional Group	Corporate Planning Department
Functional Unit	<i>Information Technology</i>
Salary Grade	19
No. of Personnel	1
Item No.	38

<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>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<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				•

3	Accountant III	27	19	469,812.00	Bachelor's degree in Commerce/Business Administration major in Accounting/Accountancy	8 hours of relevant training (preferably with training in accounting operations and other development courses)	Two (2) years of relevant experience (preferably with experience in accounting and other related fields)	RA 1080 (Certified Public Accountant)		Finance and Admin
4	Corporate Executive Officer II	43	24	772,992.00	Bachelor's degree (preferably BA/BS graduate in management, business, finance, economics, or other related course supplemented by an MA or MBA degree)	24 hours of relevant training (preferably with training in operations and technology management and other management development courses)	Four (4) years of relevant experience (preferably with experience in investment / asset / fund management, two (2) years of which is in a managerial capacity)	CS Professional Second Level Eligibility		Investment II
5	Development Management Officer IV	46	22	633,396.00	Bachelor's degree relevant to the job (preferably BA/BS graduate in management, business, finance, economics, or other related course supplemented by an MA or MBA degree)	16 hours of relevant training (preferably with training in operations and technology and other supervisory development courses)	Three (3) years of relevant experience (preferably with experience in investment / asset / fund management and other related fields)	CS Professional Second Level Eligibility		Investment II
6	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 (preferably with training in operations and technology management)	Two (2) years of relevant experience (preferably with experience in investment management and other related fields)	CS Professional Second Level Eligibility		Investment I
7	Secretary III	51	10	224,616.00	Completion of two years studies in college (preferably graduate in secretarial, business and other related course)	8 hours of relevant training	Two (2) years of relevant experience (preferable with secretarial experience)	Career Service (Subprofessional) First Level Eligibility		Investment I
8	Secretary III	53	10	224,616.00	Completion of two years studies in college (preferably graduate in secretarial, business and other related course)	8 hours of relevant training	Two (2) years of relevant experience (preferable with secretarial experience)	Career Service (Subprofessional) First Level Eligibility		Investment III
9	Cashier II	31	14	317,928.00	Bachelor's degree (preferably BA/BS graduate in banking and finance, accounting/ business administration)	8 hours of relevant training (preferably with training in counterfeits detection of bills, signature verification/supervisory development courses)	One (1) year of relevant experience (preferable with experience in treasury /banking operations)	CS Professional Second Level Eligibility		Finance and Admin

Position	<b>ACCOUNTANT III</b>
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Functional Group	Finance and Administrative Department
Functional Unit	<i>Accounting Unit</i>
Salary Grade	19
No. of Personnel	1
Item No.:	27

<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>ACCOUNTING FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>D1a</b>	Financial Recording and Bookkeeping			•	
<b>D1b</b>	Financial Recording and Compliance		•		
<b>D1c</b>	Accounts Reconciliation		•		
<b>D1d</b>	Management Reporting and Analysis		•		
<b>D1e</b>	Financial Analysis		•		
<b>D1f</b>	Financial Control		•		
<b>D1g</b>	Disbursement Processing			•	
<b>D1h</b>	Payroll Administration (BTR, GSIS, Philhealth etc.)			•	
<b>D1i</b>	Tax Management (Regulatory Compliance, Tax Strategy)		•		

Position	<b>CORPORATE EXECUTIVE OFFICER II</b>		
	Functional Group	Investment II Group	
	Functional Unit	M4	
	Salary Grade	24	
	No. of Personnel	1	
	Item No.:	43	

ORGANIZATIONAL COMPETENCIES		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			•	

LEADERSHIP & MANAGERIAL COMPETENCIES		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			•	

ADMINISTRATIVE COMPETENCIES		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		•		

FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>I1</b>	Asset Recovery (sequestered, CARP exempted)			•	
<b>I2</b>	Asset Disposal Administration			•	
<b>I3</b>	Asset Preservation and Optimization			•	
<b>I4</b>	Lease Structuring and Management			•	
<b>I5</b>	Financial Analysis			•	
<b>I6</b>	Financial Modeling		•		
<b>I7</b>	Negotiation Skills		•		
<b>I8</b>	Dispute Resolution			•	
<b>I9</b>	Entrepreneurial Thinking and Action			•	



Position	<b>DEVELOPMENT MANAGEMENT OFFICER IV</b>
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Functional Group	Investment II Group
Functional Unit	N/A
Salary Grade	22
No. of Personnel	1
Item No.:	46

<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>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>G1</b>	Project Management			•	
<b>G2</b>	Project Support Administration			•	
<b>G3</b>	Project Performance Monitoring and Evaluation			•	
<b>G4</b>	Financial Analysis			•	
<b>G5</b>	Investment Management (includes divestment and exit strategy)			•	
<b>G6</b>	Stakeholder Management (balancing interests, managing expectations)			•	
<b>G7</b>	Negotiation Skills			•	
<b>G8</b>	Entrepreneurial Thinking and Action			•	



Position	<b>DEVELOPMENT MANAGEMENT OFFICER III</b>
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Functional Group	Investment II Group
Functional Unit	N/A
Salary Grade	18
No. of Personnel	1
Item No.:	49

<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>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>G1</b>	Project Management			•	
<b>G2</b>	Project Support Administration			•	
<b>G3</b>	Project Performance Monitoring and Evaluation			•	
<b>G4</b>	Financial Analysis			•	
<b>G5</b>	Investment Management (includes divestment and exit strategy)			•	
<b>G6</b>	Stakeholder Management (balancing interests, managing expectations)			•	
<b>G7</b>	Negotiation Skills			•	
<b>G8</b>	Entrepreneurial Thinking Action			•	



Position	<b>SECRETARY III</b>
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Functional Group	<b>INVESTMENT I Group</b>
Functional Unit	<b>M/A</b>
Salary Grade	<b>10</b>
No. of Personnel	<b>1</b>
Item No.:	<b>51</b>

<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>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>G1</b>	Project Management				
<b>G2</b>	Project Support Administration	•			
<b>G3</b>	Project Performance Monitoring and Evaluation				
<b>G4</b>	Financial Analysis				
<b>G5</b>	Investment Management (includes divestment and exit strategy)				
<b>G6</b>	Stakeholder Management (balancing interests, managing expectations)	•			
<b>G7</b>	Negotiation Skills	•			
<b>G8</b>	Entrepreneurial Thinking Action	•			

Position	<b>SECRETARY III</b>
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Functional Group	Investment III Group
Functional Unit	N/A
Salary Grade	10
No. of Personnel	1
Item No.:	53

<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>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>F1</b>	Investment Promotion Planning	•			
<b>F2</b>	Project Evaluation/ Feasibility Analysis (includes due diligence)				
<b>F3</b>	Financial Modeling				
<b>F4</b>	Financial Analysis				
<b>F5</b>	Program Management				
<b>F6</b>	Project Feasibility Study Preparation	•			
<b>F7</b>	Project Development (program and budget for feasibility studies, surveys, investigation)	•			
<b>F8</b>	Entrepreneurial Thinking and Action		•		
<b>F9</b>	Influencing / Selling		•		
<b>F10</b>	Negotiation		•		
<b>F11</b>	Research Skills		•		
<b>F12</b>	Marketing Skills		•		
<b>F13</b>	Strategic Thinking		•		

Position	<b>CASHIER II</b>
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Functional Group	Finance and Administrative Department
Functional Unit	Treasury/Cashiering Unit
Salary Grade	14
No. of Personnel	1
Item No.:	31

<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>TREASURY FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>D3a</b>	Liquidity Management			•	
<b>D3b</b>	Disbursement Processing (Cash/Check Releasing)			•	
<b>D3c</b>	Custodianship			•	
<b>D3d</b>	Collection Management			•	

10	Treasury Operations Officer VI	29	22	704,504.00	Bachelor's degree relevant to the job (preferably BA/BS graduate in finance, statistics, economics, management, business, or other related courses)	24 hours of relevant training (preferably with training in counterfeit detection of bills, signature verification/supervisory development courses)	Four (4) years of relevant experience (preferable with experience in treasury /banking operations)	CS Professional Second Level Eligibility	Finance and Admin
11	Management and Audit Officer V	7	22	704,504.00	Bachelor's degree relevant to the job (preferably BA/BS graduate in accounting, management, business, finance or other related courses supplemented by an MA or MBA degree)	24 hours of relevant training (preferably with training in management development courses)	Four (4) years of relevant experience (preferable with progressively responsible experience in management, financial and operational audit, investment analysis, and other related fields )	CS Professional Second Level Eligibility	Internal Audit Office
12	Management and Audit Officer IV	8	18	428,316.00	Bachelor's degree relevant to the job (preferably BA/BS graduate in management, business or other related courses)	16 hours of relevant training (preferably with training in technical/supervisory development courses)	Three (3) years of relevant experience (preferable with progressively responsible experience in management/ financial audit and other related fields )	CS Professional Second Level Eligibility	Internal Audit Office
*** 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. LORDES F. REBUENO**

General Manager

#116 Tordesillas St. Salcedo Village

Makati City

[ndchr@ndc.gov.ph](mailto:ndchr@ndc.gov.ph) or [mgreyes@ndc.gov.ph](mailto:mgreyes@ndc.gov.ph)

D8P FEB-21-2018 03:05PM

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Position	<b>TREASURY OPERATIONS OFFICER VI</b>
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Functional Group	Finance and Administrative Department
Functional Unit	N/A
Salary Grade	22
No. of Personnel	1
Item No.:	1

<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>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>H1</b>	Fund Sourcing			•	
<b>H2</b>	Financial Packaging			•	
<b>H3</b>	Financial Modeling		•		
<b>H4</b>	Funds Management			•	
<b>H5</b>	Portfolio Management			•	
<b>H6</b>	Influencing / Selling			•	
<b>H7</b>	Loan Administration			•	
<b>H8</b>	Financial Analysis			•	

Position	<b>MANAGEMENT AND AUDIT OFFICER V</b>
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Functional Group	Internal Audit Office
Functional Unit	MA
Salary Grade	22
No. of Personnel	1
Item No.:	7

<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>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
<b>B1</b>	Audit Planning and Strategy			•	•
<b>B2</b>	Auditing			•	•
<b>B3</b>	Audit Reporting			•	•

Position	<b>MANAGEMENT AND AUDIT OFFICER IV</b>
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Functional Group	Internal Audit Office
Functional Unit	N/A
Salary Grade	18
No. of Personnel	1
Item No.:	8

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

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

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

<b>FUNCTIONAL COMPETENCIES</b>		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
B1	Audit Planning and Strategy		•		
B2	Auditing		•		
B3	Audit Reporting		•		