

## **ASSISTANT GENERAL MANAGER**

Deadline for accepting applications: **April 12, 2019**

Only those with Civil Service Eligibility will be processed. Kindly upload your **Certificate of Eligibility** or **PRC License**.

**Place of Assignment:** Operations Group

**Salary:** SG 29

**Item No.** 40

### **Qualifications:**

**Eligibility:** CS Professional Second Level Eligibility

**Education:** BA/BS graduate in management, business or other related course supplemented by an MBA degree  
in a reputable school

**Training:** 120 hours of management and technical training and the minimum of 40 hours shall be management trainings taken within the last 5 years

### **Work Experience**

- 5 years of supervisory/ management experience preferably with progressively responsible experience in management and control of the company asset/investment operations.
- Preferably Assistant Manager / Managers specializing in Corporate Strategy/Top Management or equivalent.
- Full-Time position available.

### **Instruction/Remarks :**

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 April 12, 2019.

### **Documents:**

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. REBUENO**

General Manager

NATIONAL DEVELOPMENT COMPANY

#116 Tordesillas Street Salcedo Village, Makati City  
ndchr@ndc.gov.ph or ndchrfa@yahoo.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**THE NATIONAL DEVELOPMENT COMPANY ADHERES TO THE EXISTING GENERAL POLICY OF NO DISCRIMINATION BASED ON GENDER IDENTITY, SEXUAL ORIENTATION, DISABILITIES, RELIGION AND/OR INDIGENOUS GROUP MEMBERSHIP IN THE IMPLEMENTATION OF ITS RECRUITMENT, SELECTION AND PLACEMENT.**