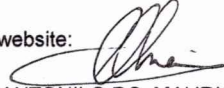


Republic of the Philippines
NATIONAL DEVELOPMENT COMPANY
Request for Publication of Vacant Positions

DBP MAY-27-2024 01:55PM
EVANGELINA D. PRADO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL DEVELOPMENT COMPANY in the CSC website:


ANTONIOLO DC. MAURICIO

General Manager

Date:

27 MAY 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Assistant General Manager	59	16	167,432.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning interventions	5 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	Please see attached competencies	Operations Group (Special Projects Group)
2	Accountant III	27	11	46,725.00	Bachelor's Degree in Commerce/Business Administration major in Accounting/Accountancy	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	-do-	Finance and Subsidiaries Group
3	Corporate Executive Officer II	42	12-5	91,937.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning interventions	4 years of supervisory/management experience	Career Service Professional/ Second Level Eligibility	-do-	Operations Group (Business Development Group)
4	Secretary III	51	7	21,129.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Subprofessional/ First Level Eligibility	-do-	Operations Group (Business Development Group)
nothing follows										

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

14 JUN 2024

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Diploma and Transcript of Records;
5. Photocopy of Certificate of Trainings; and
6. NDC Data Privacy Consent Form.

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

. ANTONILO DC. MAURICIO

General Manager

#116 Tordesillas St. Salcedo Village Makati
City

emilycariaga@ndc.gov.ph or itubu@ndc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Position	ASSISTANT GENERAL MANAGER
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Functional Group	Special Projects Group (Operations)
Functional Unit	NA
Salary Grade	16
No. of Personnel	1
Item No.	59

ORGANIZATIONAL COMPETENCIES		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				•

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

ADMINISTRATIVE COMPETENCIES		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		•		

ASSET MANAGEMENT AND PRIVATIZATION FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
G1	Project Management				•
G2	Project Support Administration				•
G3	Project Performance Monitoring and Evaluation				•
G4	Financial Analysis				•
G5	Investment Management (includes divestment and exit strategy)				•
G6	Stakeholder Management (balancing interests, managing expectations)				•
G7	Dispute Reso				•
G8	Entrepreneurial Thinking and Action				•

Position	ACCOUNTANT III
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Functional Group	FINANCE AND SUBSIDIARIES GROUP
Functional Unit	FSG- Accounting Unit
Salary Grade	19
No. of Personnel	1
Plantilla Item No/	27

ORGANIZATIONAL COMPETENCIES		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			•	

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

ADMINISTRATIVE COMPETENCIES		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		•		

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

Position	CORPORATE EXECUTIVE OFFICER II
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Functional Group	INVESTMENT I – BUSINESS DEVELOPMENT GROUP
Functional Unit	N/A
Job Grade	12
No. of Personnel	1
Item No.	42

ORGANIZATIONAL COMPETENCIES		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			•	

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

ADMINISTRATIVE COMPETENCIES		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		•		

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

Position	SECRETARY III
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Functional Group	INVESTMENT GROUP
Functional Unit	NA
Job Grade	7
No. of Personnel	1
Item No.	51

ORGANIZATIONAL COMPETENCIES		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	•			

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

ADMINISTRATIVE COMPETENCIES		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				•

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