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

DBP SEP-17-2024 04:32PM

guy

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:

for: X 9/17/2024
ANTONIOLO DC. MAURICIO

General Manager

Date: 17 SEP 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	Secretary III	13	7	21,129.00	Completion of two years studies in college	8 hours of relevant training	Two (2) years of relevant experience	Career Service Subprofessional/ First Level Eligibility	Please see attached file	Corporate Support Group
2	Attorney IV	17	12	80,003.00	Bachelor of Laws	8 hours of relevant training	Two (2) years of relevant experience	RA 1080 (Bar)	-do-	Legal Department
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

~~02 OCT 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:

ANTONIOLO DC. MAURICIO

General Manager

#116 Tordesillas St. Salcedo Village

Makati City

emilycariaga@ndc.gov.ph or

jtubu@ndc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Position	SECRETARY III
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Functional Group	Corporate Support Group
Functional Unit	NA
Salary Grade	10
No. of Personnel	1
Plantilla Item No.	13

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	•			



Position	ATTORNEY IV
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Functional Group	Corporate Support Group
Functional Unit	Legal Department
Job Grade	12
No. of Personnel	1
Item No.	17

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		•		