

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

DRP JUN-02-2025 03:20PM

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.

ARMANDO H. LAZARO
Senior Human Resource Specialist

SATURNINO H. MEJIA
Acting General Manager

Date:

22 JUN 2025

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	Management and Audit Officer V	7	12	80,003.00	Bachelor's degree relevant to the job	24 hours of relevant training	4 years of relevant experience	Career Service Professional/ Second Level Eligibility	Please see attached file	Internal Audit Office
2	Attorney IV	17	12	80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)	-do-	Legal Department
3	Accountant III	27	11	46,725.00	Bachelor's degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)	-do-	Finance and Administrative Department (Accounting Unit)
4	Department Manager III	19	14	131,124.00	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/ CES Eligibility/ RA 1080	-do-	Finance and Administrative 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 **22 JUN 2025**

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:

SATURNINO H. MEJIA

Acting 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.



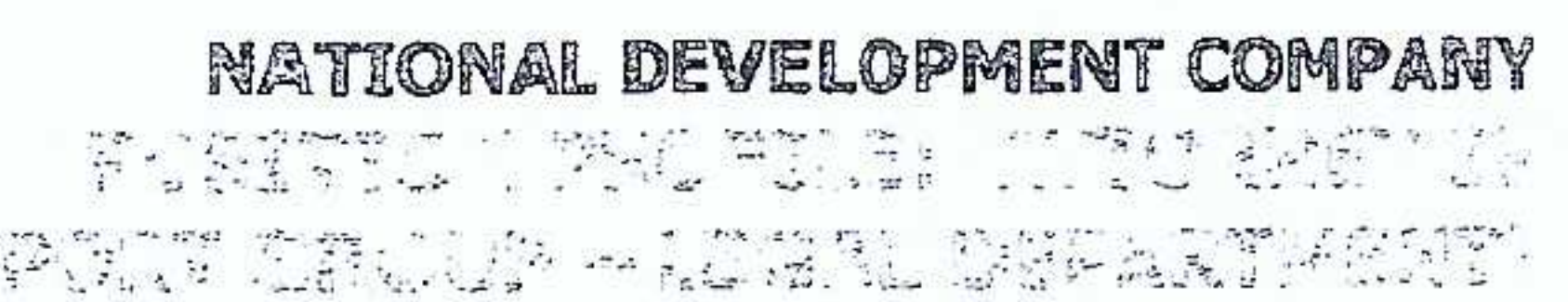
Position	MANAGEMENT AND AUDIT OFFICER V	Functional Group	INTERNAL AUDIT OFFICE
		Functional Unit	N/A
		Job Grade	12
		No. of Personnel	7

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)
APS	Audit Planning and Strategy		•		
A	Auditing		•		
AR	Audit Reporting		•		



Functional Group	Corporate Support Group
Functional Unit	<i>Legal Department</i>
Job Grade	12
No. of Personnel	1
Item No.	17

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

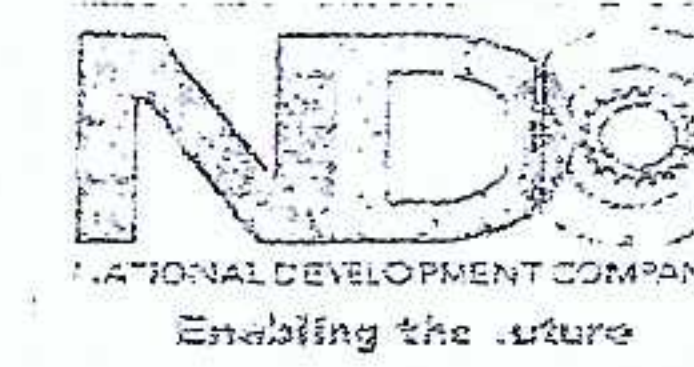
ADMINISTRATIVE COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
BW	Business Writing				•
DR	Documentation and Records Management			•	
CS	Computer Skills		•		
MS	Meeting and Support Administration				•
LS	Logistics and Support Administration		•		



LEGAL FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
C1a	Legal Research			•	
C1b	Writing Pleadings and Other Case-Related Documents			•	
C1c	Case Handling			•	
C1d	Legal Documentation (contracts, agreements)			•	
C1e	Legal Counselling			•	
C1f	Inquiry and Investigation			•	
C1g	Oral Argumentation			•	
C1h	Negotiation			•	

HUMAN RESOURCES FUNCTIONAL COMPETENCIES		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				

GENERAL SERVICES FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
C3a	Procurement Management and Administration				
C3b	Supply and Inventory Management and Administration				
C3c	Company Facilities, Fixtures & Equipment Administration				
C3d	Transportation Administration				
C3e	Security, Janitorial and Allied Services Administration				
C3f	Records Administration				



NATIONAL DEVELOPMENT COMPANY

POSITION PROFILE: ACCOUNTANT III
(FINANCE AND ADMINISTRATION DEPARTMENT - ACCOUNTING UNIT)

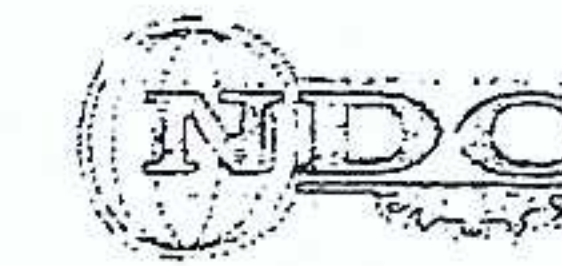
Position	ACCOUNTANT III	Functional Group	Finance and Subsidiaries Group
		Functional Unit	Accounting Unit
		Job Grade	11
		No. of Personnel	1
		Plantilla Item No/	27

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	DEPARTMENT MANAGER III
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Functional Group	Corporate Support Group
Functional Units	<i>Finance and Administrative Department</i>
Job Grade	14
Item No.	19

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		•		



HUMAN RESOURCES FUNCTIONAL COMPETENCIES		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				•

GENERAL SERVICES FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
C3a	Procurement Management and Administration				•
C3b	Supply and Inventory Management and Administration				•
C3c	Company Facilities, Fixtures & Equipment Administration				•
C3d	Transportation Administration				•
C3e	Security, Janitorial and Allied Services Administration				•
C3f	Records Administration				•

ACCOUNTING FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
D1a	Organization Strategy Mapping				•
D1b	Organization Strategy Execution (Monitoring and Evaluation)				•
D1c	Organization Performance Management				•
D1d	Investment Strategy Review and Formulation				•
D1e	Financial Analysis				•
D1f	Entrepreneurial Action and Thinking				•
D1g	Logistics and Support Administration				•
D1h	Information Management				•
D1i	Managing Schedule and Appointments				•

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NATIONAL DEVELOPMENT COMPANY
POSITION PROFILE: DEPARTMENT MANAGER III
(FINANCE AND ADMINISTRATIVE DEPARTMENT)

BUDGET FUNCTIONAL COMPETENCIES		Basic (1)	Intermediate (2)	Advanced (3)	Superior (4)
D2a	Budget Preparation and Consolidation				•
D2b	Budget Administration and Control (include variance analysis)				•
D2c	Cash Flow Management				•
D2d	Financial Forecasting				•

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