CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

DBP SEP-14-2026 04:24PM

To: CIVIL SERVICE COMMISSION (CSC)

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

ROBERT JAMES M. SAMSON
Acting General Manager

Date: 14 SEP 2026

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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	Assistant General Manager	59	26	223,076.00	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management learning and development intervention	5 years of supervisory / management experience	Career Service Professional / Second Level Eligibility	Please see attached file	Special Projects Group
	***** Nothing Follows*****									

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than 29 SEP 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records and diploma.
5. Hard copy or electronic copy of Training Certificates
6. NDC Consent Form

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

ROBERT JAMES M. SAMSON
Acting General Manager
116 Tordesillas St. Salcedo Village, Makati City
emilycariaga@ndc.gov.ph
jtubu@ndc.gov.ph
jbbordaje@ndc.gov.ph
lbaldovino@ndc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Position	ASSISTANT GENERAL MANAGER

Functional Group	SPECIAL PROJECTS GROUP
Functional Unit	*N/A*
Salary Grade	26
No. of Personnel	1
Item Number	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			•	

	PROJECT MANAGEMENT AND IMPLEMENTATION 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	Negotiation Skills				•
G8	Entrepreneurial Thinking and Action				•

NATIONAL DEVELOPMENT COMPANY

116 Tordesillas Street, Salcedo Village, 1227 Makati City

DATA PRIVACY CONSENT

I agree and authorize the National Development Company (NDC) to use and retain my personal information to process my transactions, and to share the same only upon contract or legal provision; to be able to provide the services required.

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Name/Signature/Date