



Republic of the Philippines

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National Economic and Development Authority  
Eastern Visayas Region

08 August 2018

**DIR. VICTORIA F. ESBER**  
Regional Director  
Civil Service Commission (CSC)  
Regional Office VIII  
Gov't Center, Palo, Leyte

THRU: **DIR. ROWIN P. RIÑOS**  
Director III  
Civil Service Commission  
Leyte Field Office I  
Tacloban City

Dear **Director Esber**:

In compliance to Republic Act No. 7041, which requires the regular publication of existing vacant positions in government offices per CSC Memo Circular No. 20, s. 2002, we would like to request publication in the CSC Bulletin of Vacant Positions in the Government of our existing vacant position, one (1) Administrative Assistant II.

Thank you and best regards.

Very truly yours,

  
**ATTY. BONIFACIO G. UY**  
Regional Director

Republic of the Philippines  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY NEDA REGIONAL OFFICE VIII  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

The NEDA Regional Office VIII encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI). For persons with disabilities, this office shall provide auxiliary aids and services.

In line with this, may we request the publication of the following vacant positions of NEDA Regional Office VIII in the CSC website:

  
**BONIFACIO G. UY**  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
<b>EXISTING VACANCY</b>										
1	Administrative Assistant II	ODGB-ADAS2-31-2004	8	PhP16,282.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11, s. 1996 or Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> <li>• Results Orientation</li> <li>• Planning and Organizing</li> <li>• Judgment and Decision Making</li> <li>• Change and Innovation</li> <li>• Influencing</li> <li>• Communication</li> <li>• Teamwork</li> <li>• Commitment to Public Service</li> <li>• Client Orientation</li> <li>• File Maintenance and Records Keeping</li> <li>• Knowledge on MS Word/Excel Application</li> <li>• Knowledge of Electronic Mail</li> <li>• Knowledge on Professional Demeanor and Personality</li> </ul>	Finance and Administrative Division

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 **August 20, 2018**.

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:

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Atty. Bonifacio G. Uy  
\_\_\_\_\_  
Regional Director  
\_\_\_\_\_  
NRO VIII, Government Center, Palo, Leyte  
\_\_\_\_\_  
[nro8@neda.gov.ph](mailto:nro8@neda.gov.ph)

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