

Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


ALYSSA JANE P. ABUDA
Administrative Officer IV/HRMO

Date: June 5, 2023

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 applicable) (if applicable)	
1	Chief Administrative Officer	ODGB-CADOF-21-2004	24	90,078.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management training/learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	N/A	Government Center, Baras, Palo, Leyte

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 **June 15, 2023**.

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; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MEYLENE C. ROSALES

Regional Director

Government Center, Baras, Palo, Leyte

nro8@neda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.