

Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
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:


ATTY. BONIFACIO G. UY
Regional Director

Date: May 3, 2021

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)	
EXISTING VACANCY										
1	Administrative Assistant III	ODGB-ADAS3-32-2004 (Human Resource Management Assistant)	9	PhP19,552.00	Completion of two (2) years studies in college (preferably Management, Public Administration and any Human Resource Management course)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> • Results Orientation • Planning and Organizing • Judgment and Decision Making • Change and Innovation • Influencing • Communication • Teamwork • Commitment to Public Service • Client Orientation • Recruitment, Selection Mechanism and Process • Knowledge on CSC, DBM, GSIS Rules and Regulations on Personnel Administration • File Maintenance and Records keeping • Basic Computing Skills/Knowledge in MS Word/Excel 	Government Center, Candahug, Palo, Leyte
1	Administrative Assistant II	ODGB-ADAS2-32-2004 (Bookkeeper)	8	PhP18,251.00	Completion of two (2) years studies in college (preferably Accounting, Finance, Management)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> • Change and Innovation • Client Focus • Communication • Commitment to Public Service • Influencing • Judgment and Decision Making • Leading and Developing People • Planning and Organizing • Results Orientation • Teamwork and Collaboration • Knowledge of Accounting principles and practices 	Government Center, Candahug, Palo, Leyte

									<ul style="list-style-type: none"> • Knowledge of New Government Accounting System • Knowledge of COA and NEDA rules and regulations • Knowledge of computerized Accounting System and application • Knowledge of Financial Reporting and Analysis • File Maintenance and Records keeping 	
1	Administrative Assistant II	ODGB-ADAS2-34-2004 (Property Custodian)	8	Php18,251.00	Completion of two (2) years studies in college (preferably Accounting, Finance, Management)	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> • Results Orientation • Planning and Organizing • Judgment and Decision Making • Change and Innovation • Influencing • Communication • Teamwork • Commitment to Public Service • Client Focus • File Maintenance and Records keeping • Knowledge of Accounting principles and practices • Knowledge of COA and NEDA rules and regulations • Knowledge of Inventory Control • Knowledge of Bidding Process 	Government Center, Candahug, 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 **May 22, 2021**.

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.

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

ATTY. BONIFACIO G. UY

Regional Director

NRO VIII, Government Center, Palo, Leyte

nro8@neda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.