

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:

  
**MEYLENE C. ROSALES**  
Regional Director

Date: July 21, 2022

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	Administrative Assistant III (Bookkeeper II)	ODGB-ADAS3-34-2004	9	20,402.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	<b>Common:</b> 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 <b>Functional:</b> Knowledge of Accounting Principles and Practices, 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 Record Keeping	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 **August 1, 2022**.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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](mailto:nro8@neda.gov.ph)

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