


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:

  
**HIYASMIN B. MARTILLO**  
Senior EDS/HRMO Designate

Date: September 24, 2019

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)	
<b>EXISTING VACANCY</b>										
1	Administrative Assistant II	ODGB-ADAS2-31-2004	8	PhP16,758.00	Completion of two (2) years studies in college	4 hours of relevant training	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 (FAD)

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 **October 4, 2019**.

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.

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

**MEYLENE C. ROSALES**

OIC-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.**