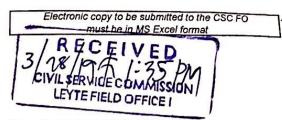
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Republic of the Philippines NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY Regional Office VIII Request for Publication of Vacant Positions



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:

ALYSSA JANE PABUDA
Administrative Officer IV

Date: Qualification Standards Position Title Salary/ Place of Assignment Job/ Pav **Monthly Salary** Competency (Parenthetical Title, if Plantilla Item No. No. Eligibility Education Training Experience (if applicable) Grade applicable) **EXISTING VACANCY** Project Development, Career Service Organizational: Two (2) years of ODGB-SREDS-300-1998 19 PhP45,269.00 Bachelor's degree Eight (8) hours of Senior Economic Investment Programming and (Professional)/Second Socio-Economic Development relevant experience Development Specialist relevant to the job relevant training Level Eligibility Budgeting Division (PDIPBD) Planning Advocacy Delivering Excellent Results Collaborating and Promoting Inclusion Engaging Stakeholders Sharing Knowledge and Information Leadership/Managerial: **Building Capabilities** Engaging and Inspiring Employees Managing Performance Solving Problems to Achieve Results Technical/Functional: Development Partner Relationship Management Integrated and Sustainable Development Planning Investment Programming Policy Review and Advisory Steering Strategic Alignment **Business Writing** Computer Skills Facilitating Meetings Managing Data and Information Meetings Support Administration 4 hours of relevant year of relevant PhP33,584.00 Bachelor's degree 2 Economic Development ODGB-EDS2-3-2018 16 Career Service Organizational: Project Development, training relevant to the job experience Specialist II Professional)/Second Investment Programming and Socio-Economic Development Budgeting Division (PDIPBD) Level Eligibility Planning Advocacy Delivering Excellent Results · Collaborating and Promoting Inclusion Engaging Stakeholders

3	Administrative Assistant II ODGB-ADAS2-32-2004	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	Sharing Knowledge and Information Technical/Functional: Development Partner Relationship Management Integrated and Sustainable Development Planning Policy Review and Advisory Steering Strategic Alignment Business Writing Computer Skills Facilitating Meetings Managing Data and Information Meetings Support Administration Results Orientation Planning and Organizing Judgment and Decision Making Change and Innovation Influencing Communication Teamwork Commitment to Public Service Client Orientation File Maintenance and Records Keeping Knowledge on MS Word/Excel Application Knowledge of Electronic Mail Knowledge on Professional Demeanor and Personality	Finance and Administrative Division (FAD)
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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 April 8, 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;
- Performance rating in the last rating period (if applicable);
 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.