

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

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

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 P. ABUDA
ALYSSA JANE P. ABUDA
Administrative Officer IV

Date: _____

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	Senior Economic Development Specialist	ODGB-SREDS-300-1998	19	PhP45,269.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/Second Level Eligibility	Organizational: <ul style="list-style-type: none"> Socio-Economic Development Planning Advocacy Delivering Excellent Results Collaborating and Promoting Inclusion Engaging Stakeholders Sharing Knowledge and Information Leadership/Managerial: <ul style="list-style-type: none"> Building Capabilities Engaging and Inspiring Employees <ul style="list-style-type: none"> Managing Performance Solving Problems to Achieve Results Technical/Functional: <ul style="list-style-type: none"> 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 	Project Development, Investment Programming and Budgeting Division (PDIPBD)
2	Economic Development Specialist II	ODGB-EDS2-3-2018	16	PhP33,584.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	Organizational: <ul style="list-style-type: none"> Socio-Economic Development Planning Advocacy Delivering Excellent Results Collaborating and Promoting Inclusion Engaging Stakeholders 	Project Development, Investment Programming and Budgeting Division (PDIPBD)

									<ul style="list-style-type: none"> • Sharing Knowledge and Information Technical/Functional: <ul style="list-style-type: none"> • 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 	
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	<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 • 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)

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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.