

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:

  
ATTY. BONIFACIO G. UY  
Regional Director

Date: March 31, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II (Secretary)	ODGB-ADAS2-31-2004	8	18,998.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career service (subprofessional) first level eligibility	<b>Delivering Results:</b> Results Orientation, Planning and Organizing, Judgment and Decision Making, Change and Innovation <b>People Skills:</b> Influencing, Communication, Teamwork <b>Public Service:</b> Commitment to the Public Service, Client Orientation <b>Functional:</b> File Maintenance and Recordkeeping, Knowledge on MS Word/Excel Application, Knowledge of Electronic Mail, Knowledge on Professional Demeanor and Personality	Government Center, Baras, Palo, Leyte

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. 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 10, 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.

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

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**ATTY. BONIFACIO G. UY**  
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 Regional Director  
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 Government Center, Baras, Palo, Leyte  
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[nro8@neda.gov.ph](mailto:nro8@neda.gov.ph)

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