


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 auxilliary 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: July 9, 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) | |
| EXISTING VACANCY | | | | | | | | | | |
| 1 | Economic Development Specialist I | ODGB-EDS1-24-1998 | 13 | PhP25,232.00 | Bachelor's degree relevant to the job | None required | None required | 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 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 | Administrative Aide VI | ODGB-ADA6-28-2004 | 6 | PhP14,847.00 | Completion of two (2) years studies in college | Four (4) hours of relevant training | One (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 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 **July 19, 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.