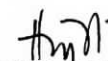


Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
Regional Office VIII
Request for Publication of Vacant Positions

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: September 6, 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	Administrative Aide VI	ODGB-ADA6-30-2004	6	Php14,847.00	Bachelor's degree relevant to the job	None required	None required	Relevant MC 11, s. 1996 or Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> • Results Orientation • Planning and Organizing • Judgement 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 **September 16, 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.