

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.

Date: 11/27/2020

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)	
1	Economic Development Specialist I	ODGB-EDS1-30-1998	13	26754	Bachelor's Degree relevant to the job	None	None	2nd Level	Intermediate Competency in the following pre-selected areas: Technical/Functional: a) Computer Skills Basic Competency in the following pre-selected areas: Organizational: a) Agility b) Collaborating and Promoting Inclusion c) Delivering Excellent Results d) Engaging Stakeholders e) Strategic and Systems Thinking Leadership/Managerial a) Solving Problems to Achieve Results Technical/Functional: a) Business Writing b) Managing Data and Information c) Managing Meetings	NEDA Regional Office 02
2	Administrative Assistant II (HR Assistant)	ODGB-ADAS2-68-2004	8	17505	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	1st Level	Basic Competency in the following pre-selected areas: Organizational: a) Agility b) Collaborating and Promoting Inclusion c) Delivering Excellent Results d) Strategic and Systems Thinking Leadership/Managerial a) Solving Problems to Achieve Results	NEDA Regional Office 02

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 December 14, 2020

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:

DIONISIO C. LEDRES JR.

Regional Director

RGC, Carig Sur, Tuguegarao City

neda_ro2@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.