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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 **NEDA Regional Office XI** in the CSC website:

Maria Lourdes D. Lim
 Maria Lourdes D. Lim, CESO II

HRMO

Date: July 9, 2021

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	Administrative Assistant III	ODGB-ADAS3-21-2004	9/1	19,593.00	Completion of two (2) years studies in college	Four (4) hours of relevant trainings	One (1) year of relevant work experience	Career Service (Sub-Professional) First Level Eligibility	Organizational Competencies: - Agility - Collaborating and Promoting Inclusion - Delivering Excellent Results - Engaging Stakeholders - Socio-economic Development Planning Advocacy - Strategic and Systems Thinking - Solving Problems to Achieve Results Technical/Functional Competencies: - Business Writing - Computer Skills - Managing Data and Information - Development Partner Relationship Management - Managing Data and Information - Meeting and Support Administration - Steering Strategic Alignment - Human Resource Management	Davao City

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

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 22, 2021**.

1. Fully accomplished Personal Data Sheet (PDS)* with recent passport-sized picture (CS Form No. 212, Revised 2018) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Authenticated Copy of certificate of eligibility/rating/license;
4. Certified True Copy of Transcript of Records; and
5. Certified True Copy of Diploma.

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

MARIA LOURDES D. LIM, CESO II

Regional Director

National Economic and Development Authority XI

NEDA-RDC XI Center, Km. 7 SPED Area, Bangkal, Davao City

Email: nro11@neda.gov.ph/ nedaroxi@nedaxi.net

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

***NEDA DATA PRIVACY NOTICE:** All the personal information contained in your PDS shall be used solely for documentation and processing purposes within the NEDA and shall not be shared with any outside parties, unless with your written consent. Personal information shall be retained and stored by NEDA within a time period in accordance with the National Archives of the Philippines' General Disposition Schedule.