

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-CAR in the CSC website:

Kareen Joy S. Macusi
HRMO
Date: March 15, 2021

No	Position Title	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Chief Economic Development Specialist	24	P86,742.00	Master's Degree; Certificate in Leadership and Management from the CSC; CES/CSE Eligible; Bachelor of Laws	40 hours of supervisory/ management learning and development intervention	Four (4) years of relevant experience	Career Service (Professional) 2nd level eligibility	NEDA-CAR
2	Chief Administrative Officer	24	P86,742.00	Master's Degree; Certificate in Leadership and Management from the CSC; CES/CSE Eligible; Bachelor of Laws	40 hours of supervisory/ management learning and development intervention	Four (4) years of relevant experience	Career Service (Professional) 2nd level eligibility	NEDA-CAR
3	Information System Analyst II	16	P36,628.00	Bachelor's Degree in Information Technology, Computer Science, or any computer related field	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) 2nd level eligibility	NEDA-CAR
4	Information System Analyst I	12	P26,052.00	Bachelor's Degree in Information Technology, Computer Science, or any computer related field	None required	None required	Career Service (Professional) 2nd level eligibility	NEDA-CAR
5	Administrative Assistant III - Procurement and Supply Unit	9	P19,593.00	Completion of at least two (2) years in College	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) 1st level eligibility	NEDA-CAR

Interested and qualified applicants should signify their interest in writing and should have a Scholastic General Weighted Average of 80% to qualify.
Personally submit or send through courier/email the application letter and the following documents not later than **March 29, 2021**

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet Attachment (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:

STEPHANIE F. CHRISTIANSEN

OIC-Regional Director

NEDA-CAR, Botanical Garden, Baguio City

car@neda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Note: For qualified applicants, the NEDA Qualifying Examination is required, the schedule of which shall be announced later.

NEDA-CAR provides equal employment opportunities to its employees and applicants regardless of age, civil status, religion, ethnicity, sex, gender identity, or disability.