



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

CARAGA REGION

VACANCY ANNOUNCEMENT

ONE Administrative Assistant II (Administrative Assistant)

Salary Grade 8, ₱18,998.00 per month

Plantilla No. ODGB-ADAS2-7-2017

Minimum Requirements:

Education : Completion of two-year studies in College

Training : 4 hours relevant training

Experience : 1 year of relevant experience

Eligibility : Sub-Professional First Level Eligibility

Others : Agility; Collaboration and Promoting Inclusion;
Delivering Excellent Results; Planning and Organizing,
Client Orientation, Knowledge in HR processes

Requirements:

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 apply online thru <https://hrmis-caraga.neda.gov.ph/> or submit letter of intent addressed to:

Deadline of Application: 26 August 2022

**LATE SUBMISSION OF APPLICATION AND INCOMPLETE DOCUMENTS
SHALL NOT BE ENTERTAINED.**

PRISCILLA R. SONIDO, CESO III

Regional Director

NEDA Caraga, J. Rosales Avenue, Butuan City

nro13@neda.gov.ph

“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic origin, disability, age, or any other characteristic protected by law”.



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