

Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY (NEDA) IX
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City

Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of **NEDA Regional Office IX** in the CSC website:

Phlorita A. Ridao
PHLORITA A. RIDAO
(Head of Agency)

Date: 04/06/2022

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Preferred Standards				Competency	Place of Assignment
					Education	Experience	Training	Eligibility	Education	Experience	Training	Eligibility		
1	Supervising Administrative Officer	ODGB-SADOF-20-2004	22	69,963.00	Bachelor's degree relevant to the job	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	Career Service Professional/Second level eligibility	Bachelor's degree preferably in Psychology, Business Administration, Accountancy, Human Resource Management, Engineering, and other Relevant Courses	Three (3) years of Supervisory and technical experience relevant to IT, Financial, Human, and Physical Resources Management, Planning, and Monitoring	Sixteen (16) hours of Training relevant to IT, Financial, Human, and Physical Resources Management	Career Service Professional/Second Level Eligibility	Organizational: Agility and Resilience Collaborating Promotion and Inclusion Delivering Excellent Results Engaging Stakeholders Socio-Economic Development Planning Advocacy Strategic and Systems Thinking Solving Problems to Achieve Results Leadership: Building Capabilities Leading and Inspiring Employees Managing Performance Technical/Functional: Business Writing Computer Skills Meeting Support Administration Managing Data and Information Managing Meetings Oral Communication Skills Records Management Fluency in Human Resources Management and Development Fluency in Financial Resources Management Fluency in Physical Resources Management Fluency in IT Management Database Administration/Management Interviewing Skills Budget Management	Finance and Administrative Division (FAD)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Preferred Standards				Competency	Place of Assignment
					Education	Experience	Training	Eligibility	Education	Experience	Training	Eligibility		
2	Economic Development Specialist I	EDS1-1-2022	13	29,798.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second level eligibility	Bachelor's degree, preferably in Social Work, Mass Communication, Economics, Management, Public Administration and other related courses	None	None	Career Service Professional/Second Level Eligibility	Organizational: Agility Collaborating and Promoting Inclusion Delivering Excellent Results Engaging Stakeholders Socioeconomic Development Planning Advocacy Strategic and Systems Thinking Solving Problems to Achieve Results Technical: Business Writing Technical Writing News and Feature Writing Computer Skills Graphic Design Content Concept Development Social Media Management Events Documentation (photos, videos, interviews, footages/clips) Managing Data and Information Meeting Support Admin Research and Analysis Sector Fluency Steering strategic alignment Records Management Oral Communication Skills	Development Research Division (DRD)
3	Economic Development Specialist II	ODGB-EDS2-98-1998	16	38,150.00	Bachelor's degree relevant to the job	One (1) year of relevant experience	Four (4) hours of relevant training	Career Service Professional/Second level eligibility	Bachelor's degree, preferably in Civil/agricultural engineering, economics, statistics, public management or administration, environmental planning, social sciences, development communication, and other related courses.	One (1) year of relevant experience which demonstrated ability in research and analysis, writing, statistics, spatial information technology, impact or ex-post evaluation, results-based, monitoring and evaluation, and other relevant experience	Four (4) hours of relevant training in research, writing, statistics, spatial information technology, impact or ex-post evaluation, results-based monitoring and evaluation, and other related trainings	Career Service Professional/Second Level Eligibility	Organizational: 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: Business Writing Computer Skills Managing Data and Information Meeting Support Administration Program/Project Monitoring and Evaluation Research and Analysis Sector Fluency Technical Writing Oral Communication Skills Records Management	Project Monitoring and Evaluation Division (PMED)