28 January 2019

DR. MILABEL E. HO
President
Western Mindanao State University
Normal Road, Baliwasan, Zamboanga City

Dear Dr. Ho:

Greetings of Peace!

May we inform you of the following vacant positions in National Economic and Development Authority (NEDA) Regional Office IX:

- one (1) Senior Economic Development Specialist (Sr. EDS);
- one (1) Economic Development Specialist (EDS) I;
- one (1) Administrative Assistant (ADAS) III; and
- one (1) Administrative Assistant (ADAS) II.

Please see attached Bulletin of Vacant Positions for more information on the said positions.

Relative to this, may we request for the posting of the NEDA vacant positions in your bulletin board for possible career opportunities of your students and graduates.

Interested and qualified applicants may submit their application documents to NEDA IX not later than 31 January 2019.

For more details, applicants may visit our official website: https://nro9.neda.gov.ph/career-opportunities or official Facebook page: https://www.facebook.com/nedaregion9.

For inquiries, please coordinate with Ms. Joana Marie M. Bacang or Mr. Idzmhar L. Ismael through mobile number 0917-717-4653 or telephone number (062) 945-0953.

Thank you and best regards.

Very truly yours,

PHLORITA A. RIDAO
OIC-Regional Director

Enc: a/s
# VACANT POSITIONS FOR PUBLICATION

Pursuant to Republic Act No. 7041

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>ITEM NO.</th>
<th>SG</th>
<th>Monthly Salary</th>
<th>Office/Division</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
<th>No of Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Economic Development Specialist</td>
<td>ODED-B-REDQ-12-2018</td>
<td>1/1</td>
<td>6,092.00</td>
<td>DDRE</td>
<td>Bachelor's degree related to the job</td>
<td>2 years of relevant experience</td>
<td>8 hours of relevant trainings</td>
<td>CS-Prof, NEDA Exam</td>
<td>1</td>
</tr>
<tr>
<td>Economic Development Specialist I</td>
<td>ODED-B-ES9-23-2018</td>
<td>1/1</td>
<td>24,224.00</td>
<td>DDDE</td>
<td>Bachelor's degree related to the job</td>
<td>None required</td>
<td>None required</td>
<td>CS-Prof, NEDA Exam</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>OODE-ADA53-27-2014</td>
<td>8/1</td>
<td>17,413.00</td>
<td>FAD</td>
<td>Completion of 2 years studies in College</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Sub-Professional) Appropriate Eligibility for First Level Position, NEDA Exam</td>
<td>1</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>OODE-ADA53-30-2004</td>
<td>8/1</td>
<td>16,262.00</td>
<td>FAD</td>
<td>Completion of 2 years studies in College</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Sub-Professional) Appropriate Eligibility for First Level Position, NEDA Exam</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL NO. OF VACANT POSITIONS**: 4

**NOTES:**
1. Publications in the CSC Bulletin shall be done every Friday of each month, regardless of what the request for publication was submitted.
2. At least fifteen (15) copies of the list of vacancies shall be submitted.
3. The list of vacancies shall be prepared in typewritten format using legal size paper (8 x 14).
4. Under the resume column, indicate whether hiring shall be for Casual, Contractual or Job Order/Contract of Service.

**CERTIFICATION**

This is to certify that the vacancies as listed above have been posted in at least three (3) conspicuous places in the office premises pursuant to the provisions of RA 7041 and CSC Memorandum Order No. 20, s. 2002.

[Signature]

[Name]

Chief Administrative Officer

**APPROVED:**

[Signature]

[Name]

OIC Regional Director

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This Office highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identity (BOGII). Applicants are required to signify interest in writing and attach the following documents for evaluation:
1. Fully accomplished, updated, and signed Personal Data Sheet (PDS) with recent passport-sized picture (CS Form 212 Revised 2017) which can be downloaded at www.ssc.gov.ph;
2. Authenticated Copy of Certificate of Eligibility (CS Eligibility, PRC Licensure Examination, etc.);
3. Authenticated Copy of College Diploma;
4. Authentic Copy of Transcript of Records; and
5. Authentic Copy of Certificates on Relevant Trainings, Seminars and Workshops.

Qualified applicants are advised to hand in or send through courier/regular mail their application to the address below not later than January 31, 2019.

PHILORITA A. RODRIGUEZ

OIC-Regional Director

National Economic and Development Authority IX

Pres. Corea Avenue, Regional Government Center, Pagadian City 9016

nrd@neda.gov.ph; axd@neda.gov.ph