



Republic of the Philippines
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA sa Pasig, 12 St. Josemariá Escrivá Drive, Ortigas Center, Pasig City 1605
P.O. Box 419, Greenhills • Tels. 631-0945 to 64
<http://www.neda.gov.ph>

Vacant Positions

Position Title: **Administrative Assistant II**
Salary Grade: 8
Item: ADAS2-86-2004
Location:
Division Procurement, Property and Transport Services
Staff Administrative Staff
CSC Prescribed Qualification Standard:
Education Completion of two years studies in college
Training four hours relevant training
Experience one year relevant experience
Eligibility CS Sub-Professional/First Level

Requirements:

1. Original and Photocopy of Transcript of Records
2. Original and Photocopy of Civil Service Eligibility and/or Board Rating
3. One 2x2 I.D. picture
4. Residence Certificate

* For non-NEDAns – must take the NEDA Qualifying Exam at the NEDA Central Office, Pasig City
