



**Republic of the Philippines**  
**NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY**

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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:** Chief Administrative Officer  
**Salary Grade:** 24  
**Item:** CADOF-33-2004  
**Location:**  
Division Procurement Property and Transport Services  
Staff Administrative Staff

**CSC Prescribed Qualification Standard:**

Education	Masteral degree
Training	24 hours training in management and supervision
Experience	four years in position/s involving management and supervision
Eligibility	CS Professional

**Job Summary:**

Under the direction of the Assistant Director and/or Director of the Administrative Staff and with considerable latitude for the exercise of independent judgment; heads the PPTS engages and in varied and complex works pertaining to procurement, property, supply and transport management; plans, directs and supervises the implementation of the work programs/activities of the division; assumes the supervisory functions of higher level supervisors in their absence; and does other related works.

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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 (current year)

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

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