



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

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NEDA sa Pasig, 12 St. Josemaría 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 Economic Development Specialist  
**Salary Grade:** 24  
**Item:** ODGB-CEDS-96-1998  
**Location:** Information Technology Coordination Staff  
**Division:** Technology Resources Management Division  
**CSC Prescribed Qualification Standard:**

Education	Masteral degree relevant to the job (MC No. 14 Series 2006 – July 11, 2006 – A third level eligibility is also sufficient for permanent appointment). Preferably MA/MS in Economics, Computer Science, Information Technology or other ICT-related courses
Training	24 hours of training in management and supervision. Preferably with project appraisal and ICT related training
Experience	four (4) years in position involving management and supervision
Eligibility	CS Professional

**Position Title:** Senior Economic Development Specialist  
**Salary Grade:** 19  
**Item:** ODGB-SREDS-142-1998, ODGB-SREDS-143-1998  
**Location:** Information Technology Coordination Staff  
**Division:** ICT Planning and research Division  
**CSC Prescribed Qualification Standard:**

Education	Bachelor's degree relevant to the job; preferably BS Economics, Computer Science, Information Technology or other ICT related courses
Training	eight (8) hours relevant training. Preferably with project evaluation and ICT related training
Experience	two (2) years relevant experience. Preferably with experience in project evaluation, development planning, investment programming, technical writing, research and analysis, ICT developments/policies/concepts
Eligibility	CS Professional



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**Position Title:** **Senior Economic Development Specialist**  
**Salary Grade:** 19  
**Item:** ODGB-SREDS-152-1998, ODGB-SREDS-148-1998  
**Location:** **Information Technology Coordination Staff**  
**Division:** Information Systems Development Division  
**CSC Prescribed Qualification Standard:**

Education	Bachelor's degree relevant to the job; preferably BS Computer Science/Engineering, Information Technology or other ICT related courses
Training	eight (8) hours of ICT related training
Experience	two (2) years relevant experience. Preferably with experience in computer programming, system analysis and design, Information systems maintenance/trouble shooting, web development
Eligibility	CS Professional

**Position Title:** **Senior Economic Development Specialist**  
**Salary Grade:** 19  
**Item:** ODGB-SREDS-149-1998  
**Location:** **Information Technology Coordination Staff**  
**Division:** Technology Resources Management Division  
**CSC Prescribed Qualification Standard:**

Education	Bachelor's degree relevant to the job; preferably BS Computer Science/Engineering, Information Technology or other ICT related courses
Training	eight (8) hours of ICT related training
Experience	two (2) years relevant experience; preferably with experience in administration of email and internet facilities, network and server infrastructure, workstation and its peripherals
Eligibility	CS Professional

**Position Title:** **Administrative Assistant II**  
**Salary Grade:** 8  
**Item:** ADAS2-86-2004(240.1)  
**Location:** **Information Technology Coordination Staff**  
**Division:** Technology Resources Management Division  
**Qualification Guide:**

Education	Completion of two years of college studies or high school graduate with vocational course, preferably ICT related courses
Training	none required
Experience	none required
Eligibility	CS Sub Professional



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**CONTRACTUAL POSITION:**

**Position Title:** (2) **Computer Programmers**  
**Salary Grade:** 15  
**Item:**  
**Location:** **Information Technology Coordination Staff**  
**CSC Prescribed Qualification Standard:**  
Education Bachelor's degree relevant to the job  
Training four (4) hours relevant training  
Experience one (1) year relevant experience  
Eligibility CS Professional\*\*

**Position Title:** (4) **Computer Operator I**  
**Salary Grade:** 7  
**Item:**  
**Location:** **Information Technology Coordination Staff**  
**CSC Prescribed Qualification Standard:**  
Education Completion of two (2) year studies in college or high school graduate with relevant vocational/trade course, preferably ICT related courses  
Training preferably with ICT related training  
Experience preferably with ICT related experience  
Eligibility CS Sub-Professional\*\*

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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

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

\*\*Preferably

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