



**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:** **Economic Development Specialist I**  
**Salary Grade:** 13  
**Item:** ODGB-EDS1-37-1998  
**Location:** **Legal Staff**  
**CSC Prescribed Qualification Standard:**  
Education Bachelor of Laws graduate  
Training At least four (4) hours of training in Legal Research, Government Rules and Regulations, Civil Law, Criminal Law, Political and Administrative Law or other law subjects  
Experience At least one (1) year of experience in the field of legal research, accounting and auditing, litigation, or arbitration.  
Eligibility CS Professional

**Position Title:** **Administrative Assistant II**  
**Salary Grade:** 8  
**Item:** ADAS2-87-2004  
**Location:** **Legal Staff**  
**CSC Prescribed Qualification Standard:**  
Education completion of two (2) years of studies in college  
Training four (4) hours of relevant training  
Experience one (1) year of relevant experience  
Eligibility CS Sub Professional

**Position Title:** **Administrative Aide VI**  
**Salary Grade:** 6  
**Item:** ADA6-89-2004  
**Location:** **Legal Staff**  
**CSC Prescribed Qualification Standard:**  
Education completion of two (2) years of studies in college  
Training none required  
Experience none required  
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

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