



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 Aide VI**
Salary Grade: 6
Item:
Location: **NEDA Regional Office IVA – Calamba, Laguna**

CSC Prescribed Qualification Standard:

Education	Completion of two years studies in college
Training	none required
Experience	none required
Eligibility	CS Sub-Professional/First Level

Interested Applicants may apply personally or send their applications addressed to Mr. Severino C. Santos, Regional Director, NEDA Regional Office IV-A 4F 2560 Marcelita Building, National Highway, Brgy. Real, Calamaba City. You may inquire at telephone number (049) 545-0091. Ask for Ms. Alicia A. Billutes or Norayda N. Ragasa.

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

Deadline for submission of applications: 30 November 2011
