



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 Officer I
Salary Grade:	10
Item:	Contractual
Location:	
Staff:	Social Development Staff
Division:	Social Development Committee
CSC Prescribed Qualification Standard:	
Education	Bachelor's degree relevant to the job
Training	none required
Experience	none required
Eligibility	CS Professional

Please submit application to:

Director ERLINDA M. CAPONES
Social Development Staff
4/F NEDA sa Pasig Building
12 Josemaria Escrivá Drive
Ortigas Center, Pasig City
E-mail : EMCaponess@neda.gov.ph

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

Deadline for submission of application is on **11 November 2011**