



WE ARE HIRING!

ONE CHIEF ECONOMIC DEVELOPMENT SPECIALIST

Plantilla Item No.: ODGB-CEDS-61-1998 Salary Grade: 24 Monthly Salary: P88, 410.00

Qualification Standards:

- ☐ Master's degree or Certificate in Leadership and Management from the CSC
- ☐ 40 hours of supervisory/ management learning and development intervention
- ☐ Four (4) years of supervisory/ management experience
- ☐ CS Professional/Second Level Eligibility

REQUIRED COMPETENCIES:

- ☐ **ORGANIZATIONAL** – *Socio-Economic Development Planning Advocacy, Delivering Excellent Results, Collaborating and Promoting Inclusion, Engaging Stakeholders, Sharing Knowledge and Information, Agility and Resilience, Strategic and Systems Thinking, Solving Problems to Achieve Results;*
- ☐ **TECHNICAL AND FUNCTIONAL** - *Business Writing, Computer Skills, Forecasting and Modeling, Integrated and Sustainable Development Planning, Investment Programming, Managing Data and Information, Managing Meetings, Meeting and Support Administration, Policy Formulation and Advocacy, Policy Review and Advisory, Program/ Project Appraisal Advisory, Process Management, Program/Project Monitoring and Evaluation, Research and Analysis, Sector Fluency, Steering Strategic Alignment;*
- ☐ **LEADERSHIP AND MANAGERIAL** - *Building Capabilities, Leading and Inspiring Employees, Managing Performance.*

ONE ECONOMIC DEVELOPMENT SPECIALIST I

Plantilla Item No.: ODGB-EDS1-10-2015 Salary Grade: 13 Monthly Salary: P31, 320.00

Qualification Standards:

- ☐ Bachelor's degree relevant to the job
- ☐ Training None Required
- ☐ Experience None Required
- ☐ CS Professional/Second Level Eligibility

REQUIRED COMPETENCIES:

- ☐ **ORGANIZATIONAL** – *Socio-Economic Development Planning Advocacy, Delivering Excellent Results, Collaborating and Promoting Inclusion, Engaging Stakeholders, Sharing Knowledge and Information, Agility and Resilience, Strategic and Systems Thinking, Solving Problems to Achieve Results;*
- ☐ **TECHNICAL AND FUNCTIONAL** - *Business Writing, Computer Skills, Integrated and Sustainable Development Planning, Investment Programming, Managing Data and Information, Managing Meetings, Meeting and Support Administration, Policy Formulation and Advocacy, Policy Review and Advisory, Program/ Project Appraisal Advisory, Process Management, Program/Project Monitoring and Evaluation, Research and Analysis, Sector Fluency, Steering Strategic Alignment.*

ONE ADMINISTRATIVE OFFICER IV

Plantilla Item No.: ODGB-ADOF4-5-2017 Salary Grade: 15 Monthly Salary: P36, 619.00

Qualification Standards:

- ☐ Bachelor's degree relevant to the job
- ☐ Four hours relevant training
- ☐ One year relevant experience
- ☐ CS Professional/Second Level Eligibility

REQUIRED COMPETENCIES:

- ☐ **ORGANIZATIONAL** – *Socio-Economic Development Planning Advocacy, Delivering Excellent Results, Collaborating and Promoting Inclusion, Engaging Stakeholders, Agility and Resilience, Strategic and Systems Thinking, Solving Problems to Achieve Results;*
- ☐ **FUNCTIONAL** – *Business Writing, Computer Skills, Managing Data and Information, Meeting and Support Administration, Records Management, Managing of Physical Assets, Procurement Services, Secretariat and Liaison Services, Inventory Management and Stock Control;*
- ☐ **LEADERSHIP AND MANAGERIAL** - *Building Capabilities, Leading and Inspiring Employees, Managing Performance.*

ONE ADMINISTRATIVE ASSISTANT II (CLERK IV)

Plantilla Item No.: ODGB-ADAS2-24-2004 Salary Grade: 8 Monthly Salary: P19, 744.00

Qualification Standards:

- ☐ Completion of two years studies in college
- ☐ Four hours of relevant training
- ☐ One year of relevant experience
- ☐ CS Sub-Professional/First Level Eligibility

REQUIRED COMPETENCIES:

- ☐ **ORGANIZATIONAL** – *Socio-Economic Development Planning Advocacy, Delivering Excellent Results, Collaborating and Promoting Inclusion, Engaging Stakeholders, Agility and Resilience, Strategic and Systems Thinking, Solving Problems to Achieve Results;*

☐ **FUNCTIONAL** – *Business Writing, Computer Skills, Managing Data and Information, Meeting and Support Administration, Records Management, Processing and payment of claims, Management and control of funds, Preparation and interpretation of financial reports, Cash Management, Liaison Services, Budget Execution, Accounts Reconciliation.*

Interested and qualified applicants should signify their interest in writing and fill-out the form thru this link <https://bit.ly/3HDIi0Q>. Attach the following documents and send to the address below not later than **15 MAY 2023.**

- ☐ **FULLY ACCOMPLISHED PERSONAL** Data Sheet (PDS) with CS Form 212 Work Experience Sheet (*attachment to PDS*), and recent passport-sized picture;
- ☐ Performance rating in the last rating period (*if applicable*);
- ☐ Photocopy of authenticated certificate of eligibility/rating/license; and
- ☐ Photocopy of transcript of records.

Address your application letter to: **DIR. MYLAH FAYE AURORA B. CARIÑO, CESO III**
Regional Director
National Economic and Development Authority, Region X
Capistrano-Echem Streets, Cagayan de Oro City
Email: nro10.recruitment@neda.gov.ph