

JOB VACANCY	
Position Title:	Administrative Assistant II
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADAS2-185-2005
Salary:	16,282.00
Salary Grade:	8
Station:	Regional Office FAD
QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Sub-Prof. 1 st Level Eligibility
Other Qualification:	
JOB SUMMARY:	
Under general supervision, determines availability of funds and controls expenditure by recording obligations in the Journal and Analysis of obligations and liquidations in the request for obligation of allotments.	

REQUIRED COMPETENCIES	LEVEL
A. CORE COMPETENCIES	
A.1. Commitment to Ethical Service and Good Governance	1
A.2. Customer Focus	1
A.3. Ensuring Excellent Results	1
A.4. Organizational Sensitivity	
B. LEADERSHIP COMPETENCIES	
B.1. Developing and Inspiring Others	None required
B.2. Planning work and Managing Teams	None required
B.3. Problem Solving and Decision Making	None required
C. FUNCTIONAL COMPETENCIES (Non-LGOOs)	
C.1. Critical/Analytical Thinking	1
C.2. Collaboration/Working with Others	1
C.3. Process Orientation	1
C.4. Information/Data/Records Management	1
C.5. Administrative Services Proficiency	1

DILG Region 5 is an equal opportunity agency. All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, religion ethnicity or political affiliations.