

<b>JOB VACANCY</b>	
Position Title:	Administrative Assistant III
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADAS3-104-2010
Salary:	17,473.00
Salary Grade:	9
Station:	Regional Office FAD
<b>QUALIFICATIONS:</b>	
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 <sup>st</sup> Level Eligibility
Other Qualification:	
<b>JOB SUMMARY:</b>	
Under general supervision, pays salaries and other monetary claims of officials and employees and does related work.	

REQUIRED COMPETENCIES	LEVEL
<b>A. CORE COMPETENCIES</b>	
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>B. LEADERSHIP COMPETENCIES</b>	
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
<b>C. FUNCTIONAL COMPETENCIES (Non-LGOOs)</b>	
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.*