

| JOB VACANCY | |
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| Position Title: | Administrative Aide IV |
| No. of Vacancy/ies: | 3 |
| Plantilla Item No.: | OSEC-DILGB-ADA4-153-2005; OSEC-DILGB-ADA4-161-2005; and OSEC-DILGB-ADA4-156-2005 |
| Salary: | 13,214.00 |
| Salary Grade: | 4 |
| Station: | Albay (2) and Regional Office (1) |
| QUALIFICATIONS: | |
| Education: | Completion of two (2) yrs studies in college |
| Experience: | 1 year of relevant experience |
| Training: | 4 hours of relevant training |
| Eligibility: | Career Service Sub-Prof. 1st Level Eligibility |
| JOB SUMMARY: | |
| Under general supervision, performs skilled clerical work; maintains record-keeping system and does related work. | |

| REQUIRED COMPETENCIES | LEVEL |
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| 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 | 1 |
| B. FUNCTIONAL COMPETENCIES | |
| C.1. Effective Communication | 1 |
| C.2. Influence | 1 |
| C.3. Managing Knowledge and Information | 1 |
| C.4. Policy Research and Analysis | 1 |
| C.5. Program Development and Management | 1 |
| C.6. Relationship Building | 1 |
| C.7. Technical 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.