

JOB VACANCY	
Position Title:	Administrative Officer III (Records Officer II)
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADOF3-58-2005
Salary:	29,277.00
Salary Grade:	14
Station:	Regional Office
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service Prof. 2 nd Level Eligibility
Additional Qualification:	New Entrant must be a passer of DILG Pre-Qualifying Examination
JOB SUMMARY:	
Under general supervision, serves as Secretary to the Regional Director.	

REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual)	LEVEL
A. CORE COMPETENCIES	
A.1. Commitment to Ethical Service and Good Governance	2
A.2. Customer Focus	2
A.3. Ensuring Excellent Results	2
A.4. Organizational Sensitivity	2
B. LEADERSHIP COMPETENCIES	
B.1. Developing and Inspiring Others	1
B.2. Planning Works and Managing Teams	1
B.3. Problem Solving and Decision Making	1
C. FUNCTIONAL COMPETENCIES	
C.1. Effective Communication	2
C.2. Influence	2
C.3. Managing Knowledge and Information	2
C.4. Policy Research and Analysis	2
C.5. Program Development and Management	2
C.6. Relationship Building	2
C.7. Technical Proficiency	2

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.