

JOB VACANCY	
Position Title:	Administrative Aide IV
No. of Vacancy/ies:	2
Plantilla Item No.:	OSEC-DILGB-ADA4-72-2005; and OSEC-DILGB-ADA4-166-2005
Salary:	14,400.00
Salary Grade:	4
Station:	Camarines Sur
QUALIFICATIONS:	
Education:	Completion of two (2) yrs studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Prof. 1st Level Eligibility
Additional Qualification:	Must be a passer of DILG Pre-Qualifying Examination
JOB SUMMARY:	
Under general supervision, performs skilled clerical work; maintains record-keeping system and does related work.	

REQUIRED COMPETENCIES (as per DILG Competency Framework and Dictionary Manual)	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	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.*