JOB VACANCY	
Position Title:	Supervising Administrative Officer
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-SADOF-39-2005
Salary:	71,511.00
Salary Grade:	22
Station:	Regional Office FAD
QUALIFICATIONS:	
Education:	Bachelor's Degree
Experience:	Three (3) years of relevant experience
Training:	16 hours of relevant training
Eligibility:	Career Service Prof. 2nd Level Eligibility
JOB SUMMARY: Under general supervision and with limited latitude for the exercise of independent judgement, assists the Chief Administrative Officer (CAO) in the implementation and monitoring of Department's programs, projects and activities in the FAD Regional Office	

REQUIRED COMPETENCIES	LEVEL
A. CORE COMPETENCIES	
A.1. Commitment to Ethical Service and Good Governance	3
A.2. Customer Focus	3
A.3. Ensuring Excellent Results	3
A.4. Organizational Sensitivity	3
B. LEADERSHIP COMPETENCIES	
B.1. Developing and Inspiring Others	2
B.2. Planning Work and Managing Teams	2
B.3. Problem Solving	2
C. FUNCTIONAL COMPETENCIES	
C.1. Critical/Analytical Thinking	4
C.2. Collaboration/Working with Others	4
C.3. Process Orientation	4
C.4. Information/Data/Records Management	4
C.5. Administrative Services Proficiency	4

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.