

NOTICE OF VACANCIES

POSITION	STATION	JOB STATUS
Administrative Assistant II	Regional Office	Permanent

Interested and Qualified applicants should signify their interest in writing. New entrants should be a passer of the **DILG pre-qualifying Examination**. Attach the following documents to the application letter and submit not later than **October 10, 2024**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture and Work Experience Sheet (WES) (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating for the last rating period July to December 2023 (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records/Certifications of units earned; and
5. Photocopies of certificates of the trainings attended.

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.

Kindly address your application letter to:

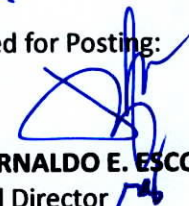

JHOADEN G. LUCERO, CESO V
Assistant Regional Director
Chairperson, HRMSPB
DILG Region V
Rizal Street, Legazpi City

Interested applicants may apply personally or send their applications through email at personnelr5rsp@gmail.com.

You may also contact us at Telephone Number (052) 742-5022
Look for Mr. Ranulfo M. Solomon, Jr, Human Resource Management Officer III

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for Posting:

ATTY. ARNALDO E. ESCOBAR JR, CESO V
Regional Director
September 30, 2024

JOB VACANCY	
Position Title:	Administrative Assistant II
No. of Vacancy/ies:	1
Plantilla Item No.:	OSEC-DILGB-ADAS2-186-2005
Salary:	20,584.00
Salary Grade:	8
Station:	Regional Office
QUALIFICATIONS:	
Education:	Completion of two (2) yrs studies in college or High School Graduate with relevant vocational/trade course
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	Relevant MC 11, s. 1996 Career Service Sub-Prof. 1st Level Eligibility
Additional Qualification:	Passer of the DILG Pre-Qualifying Examination
JOB SUMMARY:	
Under general supervision, pays salaries and other monetary claims of officials and employees 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

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