



## NOTICE OF VACANCY

| Position / Office                                      | Salary Grade   | Item No.          | No. of Vacancy | Qualification Standards                    |                 |               |   |
|--|--|-------------------|----------------|--|-----------------|---------------|---|
|  |  |                   |                | Education                                  | Work Experience | Training      | Eligibility   |
| Administrative Aide VI                                 | 6  | LGAB-ADA6-14-2005 | 1              | Completion of two years studies in college | None required   | None required | Career Service Sub-Professional (First Level Eligibility) |
| <b>Scope of Work</b><br><i>General Job Description</i> | <ul style="list-style-type: none"><li>• Supervises and participates in the small group of clerical workers;</li><li>• Prepares simple endorsements and correspondence;</li><li>• Performs highly skilled and responsible clerical work;</li><li>• Assigns, reviews and supervises the work of a clerical unit doing filing, typing or simple records posting;</li><li>• Performs other functions that may be assigned from time to time.</li></ul> |                   |                |  |                 |               |   |
| <b>Required Competencies</b>                           |  |                   |                |  |                 |               |   |
| <b>Initiative and Resourcefulness</b>                  | Ability to start action without being told. Suggest ways to improve service delivery   |                   |                |  |                 |               |   |
| <b>Stress Tolerance &amp; Flexibility</b>              | Ability to withstand pressures; keep one's cool in difficult situations and handle challenges positively   |                   |                |  |                 |               |   |
| <b>Interpersonal Skills</b>                            | Ability to maintain relationship with others effectively and respond to their needs  |                   |                |  |                 |               |   |
| <b>Oral Communication</b>                              | Ability to present ideas in a well-organized and clear manner  |                   |                |  |                 |               |   |
| <b>Written Communication</b>                           | Ability to prepare written materials that follow generally accepted rules of style and form; is appropriate for the audience; accomplishes its purpose   |                   |                |  |                 |               |   |
| <b>Networking/Negotiation Skills</b>                   | Ability to develop/maintain useful contacts with a broad range of people and groups in diverse locations.  |                   |                |  |                 |               |   |
| <b>Planning and Organizing</b>                         | Ability to organize work and set priorities; ability to provide structure for tasks and set challenging and realistic goals to include delegating effectively and maximizing utilization of resources.   |                   |                |  |                 |               |   |
| <b>Problem Solving and Decision Making</b>             | Ability to generate and analyze alternatives and solutions and choose the best alternative to address the problem situation/opportunity based on accurate assessment of facts and interpretation of information  |                   |                |  |                 |               |   |
| <b>Organizational Sensitivity</b>                      | Ability to align one's behavior and decisions with the needs and goals of the organization   |                   |                |  |                 |               |   |

Interested Applicants may visit or send application forms and required credentials to:

**MARIVEL C. SACENDONCILLO, CESO III**

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

**DONNA JEANNE M. YARCIA**

Administrative Officer V (HRMO III)

Email: lgahrmu@gmail.com

**Application Requirements:**

- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

**Deadline of Application:**

November 2, 2017

Prepared by:

*VEA Lianne M. Ramos*

**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date: Oct. 23, 2017

Approved for posting:

*Genedine A. Evangelista*

**GENEDINE A. EVANGELISTA**

Chief Administrative Officer

Date: Oct. 23, 2017

**WEB POSTING CONFIRMATION SLIP**

Title of the document: Reposting of Administrative Aide VI position under the Administrative, Financial and Management Division

Date & time posted:

Web Administrator: