



## NOTICE OF VACANCY

Position / Office	Salary Grade	Item No.	No. of Vacancy	Qualification Standards			
				Education	Work Experience	Training	Eligibility
Administrative Aide VI	6	LGAB-ADA6-12-2005	1	Completion of two years studies in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)
<b>Scope of Work</b> <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/ donnajeanne\_yarcia@yahoo.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:**

March 18, 2017

Prepared by:

  
**VEA LIANNE M. RAMOS**  
HRM Unit Staff  
Date: March 8, 2017

Approved for posting:

  
**GENEDINE A. EVANGELISTA**  
Chief Administrative Officer  
Date: March 8, 2017

<b>WEB POSTING CONFIRMATION SLIP</b>	
Title of the document:	Notice of Vacancy for Administrative Aide VI position
Date & time posted:	
Web Administrator:	