



## 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> <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:

**THELMA T. VECINA, CESO IV**

Officer-In-Charge

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:**

August 28, 2018

Prepared by:



**VEA LIANNE M. RAMOS**

HRM Unit Staff

Date: August 16, 2018

Approved for posting:



**GENEDINE A. EVANGELISTA**

Chief Administrative Officer

Date: August 16, 2018

**WEB POSTING CONFIRMATION SLIP**

Title of the document: Notice of Vacancy for Administrative Aide VI

Date & time posted: \_\_\_\_\_

Web Administrator: \_\_\_\_\_