



NOTICE OF VACANT POSITION

The Civil Service Commission – Caraga Region, Butuan City announces the herein vacant position for qualified applicants:

Position/Office	Salary Grade/ Annual Salary	Item No.	Qualification Standards			
			Education	Work Experience	Training	Eligibility
Administrative Aide III (Clerk I)	SG-3	ADA3-6-2009	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) /First level Eligibility
Brief Description of the General Function of the Position	The Administrative Aide III (clerk I) in MSD performs clerical functions for the division specifically in-charge of record/releasing of official documents routed to the division. He or she shall assist in the overall performance of the division and does secretariat services.					

Required Competencies

- **Exemplifying Integrity**
Basic - Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules
- **Delivering Service Excellence**
Basic - Complies with the CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers
- **Solving Problem and Making Decisions**
Basic - Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process
- **Demonstrating Personal Effectiveness**
Basic - Responds effectively to guidelines and feedback on one's performance, well-being and learning discipline
- **Speaking Effectively**
Basic - Effectively delivers messages that simply focus on data, facts or information and requires minimal preparation or can be supported by available communication materials
- **Championing and Applying Innovation**
Basic - Demonstrates an awareness of basic principles of innovation
- **Planning and Delivering**

Basic - Designs and implements plans focused on one's functional group or area of focus and involving team members from the same group

- **Managing Information**

Basic - Works with data to generate relevant information

This office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

Applicants should signify interest in writing. Attach the following documents to the application letter and hand in or send to the address below **not later than August 24, 2018**. Applicants with complete requirements and who meet the minimum qualification standards shall be advised accordingly and shall undergo a series of screening on [a] date[s] to be announced/communicated.

Required Documents:

1. Fully accomplished **Personal Data Sheet** or PDS (CSC form No. 212 Revised 2017) with recent passport-sized picture. You can download the form at www.csc.gov.ph [Reminder: Please **include** the **work experience sheet** which details your duties and responsibilities in previous and present positions]

Send to:

ANNABELLE B. ROSELL
DIRECTOR IV
Civil Service Commission
Regional Office XIII – Caraga
Doongan Road, Butuan City

APPROVED FOR POSTING


ANNABELLE B. ROSELL
Director IV