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13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
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21e. CORE COMPETENCIES d bestron	1. POSITION TITLE (as auth		Competency Lev
1. Exemplifying Integrity		C OF THE PHILIPPINES	REPUBLI
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2. Delivering Service Excellen			Const
9	shed standards of delivery or service le	vel agreements and delivers explicit	cit 1
requirements of customers?	3. SALARY GRADE	46-76-2004	2. ITEM NO.: VISCAB-ADA
	ing Decisions	THOS TRANSPIRED HORIOGO	TUTTURE THE
Provides timely solutions to p	ing Decisions roblems and decision dilemmas that h	ave clearcut options and/or choice	4. FOR LOCAL GOVERNMENT
whose solutions are available	e and can be accessed from a database	se or gleaned from an existing poli	() provincial
process.	adata and ()	or gradio on a ()	() oilty
11. ORGANIZATIONAL COMPETEN	CIES	(1 3rd ofass (1) 4th class	Competency Lev
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	ectively delivers messages that simple	y focus on data facts or informs	tion 2 VA 2B
	or can be supported by available con		
3. Writing Effectively – Refers	s to and/or uses existing communica	tion materials ar templates to an	7. DEPARTMENTARRANCHIDIV
own written work dyear USV	s to and/or uses existing communica	don materials of templates to pr	NECOI 4
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	novation - Demonstrates an awarer		
	esigns & implements plans; focuses	on one's functional group or a	rea or 1
focus & involving team memb		4	
6. Managing information - Col	llects, organizes & maintain data.	IATE SUPERVISOR	13. POSITION TITLE OF IMMED
1g. TECHNICAL COMPETENCIES	Director, Human Res	ecords Office	R bash Competency Lev
Provides support and clerical s	ervices for Records Office.		1
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