

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<i>HRMAS</i>						
Administrative Division (Supply Section)			CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997			
Administrative Aide III 1. OSGB-ADA3-11-2008	03	Must be able to read and write/ Elementary School Graduate		None required (MC 11, s. 96 – Cat. III)		Under the direct supervision of the Chief Administrative Officer (CAO) and immediate supervision of the Administrative Officer V of the section where he/she is assigned, performs various tasks, as follows: <ul style="list-style-type: none"> • Encodes day-to-day issuances of requested supplies in the Infosys; • Picks-up procured supplies from PS-DBM; • Files Requisition and Issue Slip.