

## Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<b>Human Resource Management &amp; Administrative Service</b>						
<b>Administrative Division</b>	<b>CSC MC No. 10, s. 2005</b> <b>CSC MC No. 1, s. 1997</b>					
<b>Administrative Aide I</b>	01	Must be able to read and write/ Elementary school graduate  <i>(preferably with knowledge in the use of computer)</i>		None required  (MC 11, s. 96 – Cat. III)		Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows: <ul style="list-style-type: none"> <li>• Encodes and updates day-to-day requests from different legal divisions and services;</li> <li>• Assists in petty cash receipts and other documents in petty cash replenishment;</li> <li>• Receives and logs documents for signature and approval of HRMAS Director/Supervisor;</li> <li>• Performs such other duties as may be assigned from time to time.</li> </ul>