

**Qualification Standards of
OSG Plantilla Positions with Job Description**

Position	SG	Education	Experience	Training	Eligibility	Job Description
Human Resource Management & Administrative Service	CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997					Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:
Administrative Division						
Administrative Aide II	02	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)		<ul style="list-style-type: none"> • Encodes and updates day-to-day requests from different legal divisions and services; • Assists in petty cash receipts and other documents in petty cash replenishment; • Receives and logs documents for signature and approval of HRMAS Director/Supervisor; • Performs such other duties as may be assigned from time to time.