

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
HRMAS						
Administrative Division (General Services Section)						
CSC MC No. 10, s. 2005						
Administrative Aide II 1. OSGB-ADA2-205-2004	02	Must be able to read and write/Elementary School Graduate		None required		<p>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:</p> <ul style="list-style-type: none"> • Assemble, install and repair pipes, fitting and fixtures and drainage system and waterline system; • Troubleshoot of drainage pipes, waterline pipes and plumbing fixtures and observe pressure gauges to detect and locate leaks; • Install supports and hangers for pipes, fixtures and other plumbing materials; • Application of waterproofing in preparation and installation of tiles at CR and kitchen sinks; • Installation of roofing materials, flashing and cleaning of gutter to avoid leaks during rainy season; • Can perform other works such as carpentry, mechanical and finishing works for building; • Perform quarterly checking of plumbing works and plumbing reports for the OSG building and other rented spaces.