

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-ADA2-209-2004	02	Must be able to read and write/Elementary School Graduate		None required		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"> • Sweeps and mops the floor of the division including ASG's/Director's/CAO's room daily; • Cleans the toilet bowls, urinal, wash bowl/ lavatory and pantry's wash bowl of the division; • Collects and disposes garbage of the division every morning and afternoon; • Cleans thoroughly the lawyer's/Director's/CAO's cubicle by: removing cobwebs, dusting the table, cabinet and wiping cubicle walls; • Performs any other tasks that may be assigned by the immediate supervisor which include but not limited to messengerial work and any other errand work.