

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
Financial Management Service						
Budget Division			CSC MC 10, s. 2013 CSC MC No. 1, s. 1997			
Administrative Aide IV (Driver II) 1. OSGB-ADA4-201-2004	04	Elementary School Graduate	None required		Professional Driver's License (CSC MC 10, s. 2013, Cat. IV)	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"> • Drives official vehicles to transport officers and employees to attend to hearings, conferences, meetings in the performance of their official duties; • Drives official vehicles to transport messengers to file pleadings and other important documents to different courts, law offices and government agencies; collecting officers and cashier to withdraw and deposit to banks; • Performs minor repairs and maintenance of the vehicles; and • Performs other related duties assigned by the superiors.

