

Qualification Standards of OSG Plantilla of Vacant Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
Human Resource Management and Administrative Service		CSC MC No. 6, s. 2010 CSC MC No. 10, s. 2013 – Cat. III)				Under the direct supervision of the Service Director and immediate supervision of the Chief Admin. Officer, performs various tasks, as follows:	
Administrative Division							
Administrative Assistant I (Reproduction Machine Operator III)	07	Elementary School Graduate	None	None	None	<ul style="list-style-type: none"> • Encode all Reproduction Machine Meter Reading (monthly); • Print monthly Reproduction Machine Summary of Billing; • Reproduce documents for OSG officials and employees; • Performs any other work-related tasks that may be assigned by the supervisor. 	