

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

Position	SG	Education	Experience	Training	Eligibility	Job Description
Docket Management Service						
Civil Cases Division		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 Officer I	10	Bachelor's Degree relevant to the job	None required		CS Professional/ Second Level Eligibility	<ul style="list-style-type: none"> • Receives sorted inbound documents from the scanner; • Confirms the correctness of the barcode; • Encodes pertinent document details; • Investigates and encodes new profile for new cases; • Prints necessary reports; • Performs such other duties as may be assigned from time to time.