

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
HRMAS							
Human Resource Management Division		CSC MC No. 10, s. 2005					
Administrative Officer I	10	Bachelor's Degree relevant to the job	None required		CS Professional/ Second Level Eligibility	<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"> • Assists in gathering and consolidating training calendars in preparation for plotting and making of the Annual Plans and Programs; • Assists in the conduct of trainings/ seminars of the office; • Assists in the safekeeping of training materials; • Assists in gathering and consolidating Training Needs Analysis (TNA) of the employees; • Assists in the canvass of catering services for the trainings; • In-charge in the updating of employees' training records in the AIS; • Performs such other duties as may be assigned from time to time. 	<ul style="list-style-type: none"> • Preferably with excellent background in MS Word, Powerpoint, MS Excel, Open Office and Adobe Acrobat • Can type at least 40wpm; • Could render service beyond regular office hours without overtime pay. • With background/ knowledge of EO 292; • Must be willing to learn more and could easily get instructions.