

## Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<b>Docket Management Service Spec. Proc. and Land Cases Division</b>		<b>CSC MC No. 5 s. 2016</b>				
<b>Chief Administrative Officer</b> <b>OSGB-CADOF-40-2008</b>	24	Master's Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	CS Professional/ Second Level Eligibility	<p>Under the direct supervision of the Service Director, performs various tasks, as follows:</p> <ul style="list-style-type: none"> <li>• Supervises the personnel and their work in the respective divisions;</li> <li>• Prioritizes sorted criminal cases documents;</li> <li>• Scans the barcoded documents;</li> <li>• Reviews the accuracy of the scanned documents after it was scanned (no. of pages, annexes, etc.);</li> <li>• Makes appropriate notations on selected documents;</li> <li>• Performs such other duties as may be assigned from time to time.</li> </ul>