

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, performs various tasks, as follows:
Chief Administrative Officer	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/ 2 nd Level Eligibility	<ul style="list-style-type: none"> • Supervises the personnel and their work in the Civil Cases Division; • Prioritizes sorted documents; • Reviews the accuracy of the scanned documents after it was scanned (no. of pages, annexes, etc.); • Makes appropriate notations on selected documents; • Performs such other duties as ay be assigned from time to time.