

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
HRMAS		CSC MC No. 10, s. 2005					
Human Resource Management Division		CSC MC No. 10, s. 2005					
Administrative Aide VI (Clerk III) 1. OSGB-ADA6-114-2008	06	Completion of 2-year studies in College	1 year relevant experience	4 hours of relevant training	CS Sub-Professional/ First 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"> • Sorts, records and distributes/routes official documents (recruitment and selection related documents, leave applications, training related documents and any or all office and other government issuances and communications) timely. • Maintains and updates employee records (201 File) of the legal staff at least once a week; • Serves as custodian of all archived 201 Files; • Assists in the conduct of in-house training; • Performs such other duties as may be assigned by higher authorities. 	<ul style="list-style-type: none"> • Preferably with good background in basic office procedures such as: <ul style="list-style-type: none"> • Filing; • encoding • Can type at least 35wpm; • Could render service beyond regular office hours without overtime pay. • Must be willing to learn more and could easily get instructions.