

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 Aide VI (Clerk III) 1. OSGB-ADA6-182-2004	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"> • Computes, processes and records the application for vacation, sick, maternity and special privilege leaves of employees; • Records daily and monthly attendance, tardiness and absences of employees; • Updates and prepares the service records of employees; • Takes charge of 201 and miscellaneous files; • Performs such other duties as may be assigned from time to time by the superior official. 	<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. <p>Must be willing to learn more and could easily get instructions.</p>