

Qualification Standards of OSG Plantilla Positions with Job Description

Position	Salary Grade	Education	Experience	Training	Eligibility	Job Description
Planning Division		CSC MC No. 10. S. 2005 CSC MC No. 1, s. 1997				
Planning Officer I 1. OSGB-PLO1-18-2008	11	Bachelor's Degree relevant to the job	None required		CS Professional/ Second Level Eligibility	<p>Under the direct supervision of the Planning Officer V, performs various tasks, as follows:</p> <ul style="list-style-type: none"> • Consolidates and prepares reports to be submitted to the management and the DOJ (monthly, quarterly, mid-year; year-end, SONA report); • Prepares memoranda, office orders and other correspondence/communication letters; • Discharges secretariat duties to committees where the Planning Division is a member (GAD, RBPMS, Senior Citizens, PWDs); • Performs such other duties as directed.