

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
Human Resource Management & Administrative Service						
Administrative Division	CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997					
Process Server	05	High School Graduate	None required (MC 11, s. 96 – Cat. III)			<p>Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:</p> <ul style="list-style-type: none"> • Prepare and record the Waste Material Reports for signature of the Inspection Committee; • Record and route the Purchase Request (PR), Purchase Order (PO), Inspection and Acceptance Report (IAR), Inventory Custodian Slip (ICS), Return of Receipt Equipment (RRE), Property Acknowledgment Receipt (PAR) and Certification Report for signature by the Committee; • Performs such other duties as may be assigned from time to time.