

## Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<b>Human Resource Management &amp; Administrative Service</b>						Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows:
<b>Administrative Division</b>	<b>CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997</b>					
<b>Process Server</b>	05	High School Graduate	None required (MC 11, s. 96 – Cat. III)			<ul style="list-style-type: none"> <li>• Prompt service and filing of pleadings and other pertinent documents for the Court of Appeals, Supreme Court and Regional Trial Courts;</li> <li>• Prompt service of personal filing/deliveries of pleadings and other pertinent documents to various private and government entities within Metro Manila;</li> <li>• Assists in the following tasks:               <ul style="list-style-type: none"> <li>✓ Collates Notices of Appearance/Delegations;</li> <li>✓ Receives pleadings/documents over the window receiving area in the absence of the frontliner;</li> <li>✓ Assists in the insertion of pleadings in the envelope;</li> <li>✓ Assists in the filing of office copies, registry return receipts, and mail bills;</li> </ul> </li> <li>• Performs other tasks that may be assigned from time to time.</li> </ul>