

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
HRMAS						
Administrative Division		CSC MC No. 5 s. 2016				
Chief Administrative Officer 1. OSGB-CADOF-164-2004	24	Master's Degree or Certificate in Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	CS Professional/Second Level Eligibility	<p>Under the immediate supervision of the Director IV, assists the Director IV in the management of the Administrative Division and performs various tasks, as follows:</p> <ul style="list-style-type: none"> • Supervises and exercise control over the personnel and records management of the division (Property and Supply Section, Ground and Building Maintenance Section, and the General Services Section); • Recommends approval of purchase request; reviews and approves Purchase Orders; • Conducts physical inventories of supplies, plant, property and equipment; reconciles the same account with the FMS; • Identifies, reports, appraises and evaluates all unserviceable Plant, Property and Equipment for disposal; • Inspects, verifies, and finds in order as to quantity and specifications all delivered goods and services; • Performs such other duties as may be assigned from time to time.