

## 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> |   |  |            |  |             |   |
| <b>Administrative Division</b>                                | <b>CSC MC No. 10, s. 2005</b><br><b>CSC MC No. 1, s. 1997</b> |  |            |  |             |   |
| <b>Administrative Aide II</b>                                 | 02  | Must be able to read and write/<br>Elementary school graduate<br><br><i>(preferably with knowledge in the use of computer)</i> |            | None required<br><br>(MC 11, s. 96 – Cat. III) |             | Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks, as follows: <ul style="list-style-type: none"> <li>• Encodes and updates day-to-day requests from different legal divisions and services;</li> <li>• Assists in petty cash receipts and other documents in petty cash replenishment;</li> <li>• Receives and logs documents for signature and approval of HRMAS Director/Supervisor;</li> <li>• Performs such other duties as may be assigned from time to time.</li> </ul> |