

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<i>HRMAS</i>						
Administrative Division <i>(Security, Ground and Building Maintenance Section)</i>						
						CSC MC No. 10, s. 2013 CSC MC No. 10, s. 2005
Administrative Aide V <i>(Carpenter II)</i> 1. OSGB-ADA5-179-2004 2. OSGB-ADA5-106-2008	05	Elementary School Graduate	None Required	None Required	May be obtained by completing one (1) year of Very Satisfactory actual work performance	Under the direct supervision of the Chief Administrative Officer (CAO) and immediate supervision of the Administrative Officer V of the section where he/she is assigned, performs various tasks, as follows: <ul style="list-style-type: none"> • Maintains in good working condition all office furnitures and takes charge of minor repairs of the same and other related work; • Performs any other tasks that may be assigned by the immediate supervisor which include but not limited to messengerial work and any other errand work.