

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
Financial Management Service						
Cash Division			CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997			
Administrative Officer III	14	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional/ Second Level Eligibility	<p>Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various administrative and technical tasks, as follows:</p> <ul style="list-style-type: none"> • Prepares/Routes certification of Extra and Miscellaneous Expense of ASGs and split vouchers for submission to COA; • Assists in the preparation of voucher in the absence of the assigned employee; • Assists in indexing the salaries and other compensation of OSG officials and employees; • Submits and receives documents from DBM, DOJ and BOT; • Distributes pay slips and other papers for dissemination to OSG officials and employees; • Assists the immediate supervisor in all other duties that may be assigned.