

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
HRMAS							
Human Resource Management Division (Recruitment & Selection Section)		CSC MC No. 10, s. 2005					
Administrative Officer II OSGB-ADOF2-101-2008	11	Bachelor's Degree relevant to the job	None required		CS Professional/ Second Level Eligibility	<p>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:</p> <ol style="list-style-type: none"> 1. Publication of vacant positions in the OSG website. 2. Evaluation and updating of online applications: <ol style="list-style-type: none"> a. Monitors the online application database; b. Conducts evaluation of applicant's qualification based on the minimum qualification standards; c. Reviews applicant's compliance with documentary requirements. 3. Preparation and submission of list of qualified administrative applicants. 4. Preparation of folders for use by Personnel Selection Board (PSB) for Administrative for interview purposes. 5. Notification of applicants for examination. 6. Administers examination to qualified administrative 	<ul style="list-style-type: none"> • Preferably with excellent background in MS Word, Powerpoint, MS Excel, Open Office and Adobe Acrobat • Can type at least 40wpm; • Could render service beyond regular office hours without overtime pay. • With background/ knowledge of EO 292; • Must be willing to learn more and could easily get instructions.

<p>... continuation</p> <p>Administrative Officer II</p> <p>OSGB-ADOF2-101-2008</p>					<p>applicants.</p> <ol style="list-style-type: none"> 7. Notification of applicants for interview. 8. Issuance certificate of completion to on-the-job trainees. 9. Monitoring and updating of academic profile of legal staff. 10. Updating of on-line based Personal Service Itemization and Plantilla of Personnel (PSIPOP). <p>Other Duties and Responsibilities:</p> <ol style="list-style-type: none"> a. Enrollment of on-the-job trainees and newly-hired employees in the biometrics. b. Endorsement of OJT applicants to the Secretariat for approval. c. Preparation of acceptance letter of on-the-job trainees. d. Endorsement of Atty. II and SG (Salary Grade)-24 and up applicants to the PSB for Lawyers. 	
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