

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
HRMAS		CSC MC No. 10, s. 2005					
Human Resource Management Division (Training and Development and Personnel Records Section)		CSC MC No. 10, s. 2005					
Administrative Officer III 1. OSGB-ADOF3-53-2008	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 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> <ul style="list-style-type: none"> • Assists in the computation of leave applications of lawyers and administrative employees; • Assists lawyers and administrative employees on leave verification and leave credit updates; • Reviews and verifies daily time records of administrative employees (tardiness, under-time and absences); • Prepares Certification on available leave credits of lawyers and administrative employees; • Performs such other duties as may be assigned from time to time. 	<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.