

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
<i>HRMAS</i>						
Administrative Division (General Services Section)		CSC MC No. 10, s. 2005				
Process Server OSGB-PROCS-31-2008	05	High School Graduate		None required (MC 11, S. 96 – Cat. III)		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"> • Assists in the processing of mailed documents through post • Prepares registered mail cards, mailing envelopes and registry receipts; • Prepares letter envelopes, when needed, and transmits documents to the CAO for instructions; • Performs such other duties as may be assigned from time to time.