

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
HRMAS						
Administrative Division (General Services Section)		CSC MC No. 10, s. 2005				
Process Server 1. OSGB-PROCS-21-2008	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.