

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
Case Management Service							
Computer Operation and Maintenance Division		CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997					
Administrative Assistant III (Computer Operator II) 1. OSGB-ADAS3-110-2008	09	Completion of 2-years studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience Demonstrated knowledge on PC troubleshooting and repair Familiarity with the local area networks (cabled and wireless) Familiarity with desktop applications such as word processors, spreadsheets, etc	4 hours of relevant training a.) PC Troubleshooting and repair; b.) LAN	Data Encoder (MC 11, s. 96 – Cat I) CS Sub-Professional/ First Level Eligibility	Under the immediate supervision of the Director IV and direct supervision of the ITO3, performs various tasks, as follows: <ul style="list-style-type: none"> • Provides technical assistance to the end-user's computer operation such as system software, system applications and software applications; • Provides technical support to the connections of local area and wireless network, storage, input and output devices 	<ul style="list-style-type: none"> • Must have knowledge in the following: <ul style="list-style-type: none"> - computing platform - desktop and laptop operation - network connection (LAN, wireless & internet) - peripherals (storage, input and output devices) - software application (office tool, browser, anti-virus).