

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide III (General Services)	Salary Grade	03
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service	Administrative Division	Unit/Division	General Services Unit
Reports to	Administrative Officer IV	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
Perform general clerical tasks, messengerial works or drive service vehicle under the motorpool, or other manual jobs			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Must be able to read and write		
Experience	None required		
Eligibility	None required		
Trainings	None required		
B. Preferred Qualifications:			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
Clerical	<ul style="list-style-type: none">• Perform a variety of skilled clerical tasks, receives and processes job request or trip tickets following establish rules and regulations;• Endorse commutation to proper offices• Keep time recoress of employees
Messengerial	<ul style="list-style-type: none">• Perfrom general messengerial work, collect/segregate incoming and outgoing corespondence, documents, packages, office supplies and materials.
Filing	<ul style="list-style-type: none">• Perform clerical tasks such as filing cards, sorting mail, maintening simple records or maintaing simple records or maintaining small stock of office supplies.