

<b>POSITION</b>	<b>Grains Operations Assistant I</b>
<b>No. of Vacancies</b>	<b>3</b>
<b>Salary Grade</b>	<b>8</b>
<b>Place of Assignment</b>	<b>District Office III - Marketing Operations (Region XIII-NCR)</b>
<b>Item Number</b>	<b>23-463; 23-464; 23-465</b>
<b>General Function</b>	<b>Responsible in providing general clerical services to the Warehouse Supervisor.</b>
<b>Qualification Standards</b>	<p><u>Education:</u></p> <p>Completion of 2 years studies in College</p> <p><u>Experience:</u></p> <p>1 year of relevant experience</p> <p><u>Training:</u></p> <p>4 hours of relevant training</p> <p><u>Eligibility:</u></p> <p>Career Service Sub-Professional/First Level Eligibility</p>