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| <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 IV - Marketing Operations<br/>(Region XIII-NCR)</b>  |
| <b>Item Number</b>             | <b>23-466; 23-467; 23-468</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> |