

Application Number: 1\_B2021-0929

**ONLINE WRITTEN EXAMINATION**  
**Administrative Aide III (Utility Worker)**  
**Office for Strategy Management (OSM)**  
**26 October 2021, 9:00 AM**

**Instructions:** You have one (1) hour to complete this examination. Type-in your answers after every question.

**The brief description of the general function of the Administrative Aide III (Utility Worker) position in the Office for Strategy Management (OSM), is as follows:**

*Responsible for delivering, recording, routing, faxing or mailing of outgoing communications and receiving incoming documents for appropriate action to ensure effective and efficient administrative operation of the office; photocopying documents; and providing other support services to the office.*

1. Share an experience in the past related to the function of the Administrative Aide III (Utility Worker) position. Describe the situation or task, your actions to finish the task, and the result of your actions. State the feedback that you received from your supervisor and/or client, if any.

*Magbahagi ng iyong karanasan na may kaugnayan sa nabanggit na tungkulin ng isang Administrative Aide III (Utility Worker). Isalaysay kung ano ang sitwasyon o gawain, mga aksyon mong isinagawa, at ang resulta ng iyong mga aksyon. Sabihin kung ano ang naging feedback ng iyong superbisor o ng iyong kliyente, kung mayroon man.*

Ang tungkulin ng isa Utility Worker, Ito ay Maglinis ng Facilities at Mag assist sa mga kliyente na dumarating para alalayan ito upang ano ang kanilang kailangan. Gaya sa isang kliyente na kailangan ng isang Clearance for Retirement niya, nagassist ako sa kanya at hiningi ko ang kanyang Document para ito ay ibigay sa ikinatataas or sa gumagawa ng Clearance na kinakailangan ng kliyente hanggang sa natapos ito gawain at iniabot ko sa kliyente ang kinakailangan niyang Clearance. Ngumiti at nagpasalamat ito.

-- nothing follows --

2. Name the three (3) qualities that you possess that will help you efficiently deliver the tasks expected of you if appointed as Utility Worker. In what way would those qualities be beneficial to the Office?

*Magbigay ng tatlong (3) katangian na mayroon ka na sa tingin mo ay makakatulong sa pagganap mo bilang Utility Worker. Paano magiging kapaki-pakinabang ang mga katangiang ito sa opisina?*

I'm Willing to Learn na kahit anong trabaho na ibibigay sakin Magsisipag ako sa aking trabaho para ito ay masmadali kong maintindihan ang ibibigay na trabaho sa akin at mapagkakatiwalaan ako na ibigay sakin ang trabaho dahil ito ay akin inaral ng mabuti..

Willing to Learn  
Hard Working  
Easy to teach or Easy to understang  
Trusty

*-- nothing follows --*

*I declare that I have not received any assistance from anyone or used references while answering the questions of the online written examination for the position Administrative Aide III taken on 26 October 2021. Further, I will not share with anyone or print screen/reproduce the materials and questions used during the examination.*

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Date: 10/26/21

### **Reminders:**

1. When done with your answers, click File, Save As, PDF, and Click Save button.
2. Filename is your **Application Number**.
3. Email your answers (in PDF format) to **ohrmd.tard@gmail.com**
4. Subject of email is your **Application Number**.
5. Inform AO through Zoom Chat if answer sheet has been emailed. Wait for confirmation from AO before leaving Zoom.
6. In case of connectivity failure, contact CP No.: **09999928934**

