

**QUALIFICATION STANDARDS
(Minimum Requirements)**

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| Position | DATA ENCODER-CONTROLLER |
| Salary Grade | 10 |
| Education | Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course |
| Experience | Two (2) years of relevant experience |
| Training | Eight (8) hours of relevant training |
| Eligibility | Career Service (Subprofessional); Data-Encoder; (MC 11, s.96-Cat. I); First Level Eligibility |
| Other requirements | |