

**QUALIFICATION STANDARDS
(Minimum Requirements)**

Position	SENIOR DATA ENCODER-CONTROLLER
Salary Grade	11
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	