

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITION - Contract of Service Worker
Posting Period: 06 JUL 2023 to 16 JUL 2023

NO.	POSITION TITLE (with major tasks/functions)	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
TOTAL											
1	Administrative Assistant III - Receives/Controls all incoming documents; - Forwards the received incoming documents to the respective Administrative staff; - Handles all documents intended for the team: > Addresses all concerns/follow ups as to the status of the documents; > Monitors and updates database of all transactions concerning the team's assigned Division – returned and approved documents; > Scans receiving copies of approved/signed documents; - Generates monthly report for all transactions in the database and share to the team for validation and for submission to the Administrative Head every 2nd Friday of each month. - Performs other task that may be assigned by immediate supervisor/s.	9	1	ONS	Completion of at least two-year studies in college or High School Graduate with relevant vocational/trade course	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Subprofessional/ First Level Eligibility	Php20,402.00	Php4,080.40	