

PHILIPPINE STATISTICS AUTHORITY  
 LIST OF VACANT COTERMINOUS POSITION AT THE CENTRAL OFFICE  
 POSTING PERIOD 23 APR 2024 TO 03 MAY 2024

| No. | POSITION TITLE<br>(with major tasks/functions)  | SG | NO. OF<br>VACANCIES | PLACE OF ASSIGNMENT<br>(Please see attached) | PLANTILLA ITEM NO. | QUALIFICATIONS STANDARDS |                                |                              |   | REMARKS                        |
|-----|---|----|---------------------|--|--------------------|--------------------------|--------------------------------|------------------------------|---|--------------------------------|
|     |   |    |                     |  |                    | EDUCATION                | EXPERIENCE                     | TRAINING                     | ELIGIBILITY   |                                |
|     | <b>TOTAL</b>  |    | <b>1</b>            |  |                    |                          |                                |                              |   |                                |
| 1   | <b>Executive Assistant III</b><br><br>- Review Press Releases, Special Releases, Publications, and Infographics released by the three Services of SSO;<br><br>- Prepare and review outgoing letters and other administrative documents;<br><br>- Prepare minutes of meetings, and monitor action matters;<br><br>- Prepare presentations, messages and other documents needed by the Deputy National Statistician;<br><br>- Coordinate with the Services within SSO, various Offices of PSA, and other agencies on works concerning SSO; and<br><br>- Perform other tasks as may be assigned by the Deputy National Statistician. | 20 | 1                   | SSO-ODNS                                     | PSA-EXA3-7-2015    | Bachelor's degree        | 2 years of relevant experience | 8 hours of relevant training | Preferably with Career Service (Professional)/ Second Level Eligibility | Preferably Statistics graduate |

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