

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITION - Contract of Service Worker
 Posting Period: 01 FEB 2023 to 11 FEB 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								
1	Administrative Assistant II - Provides administrative support to the division and acts as the liaison officer of the service; - Receives, controls and keeps log of all incoming and outgoing documents and communications; - Assists in personnel matters, records-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment, and general services; - Serves as the requisitioning officer for the service and takes charge of supplies; - Takes charge in the preparation of meeting rooms, projector or equivalent video equipment, sound system, and meals or snacks as required by the service; - Attends to stakeholder queries thru telephone, e-mail, and other modes of communication; - Assists in the transcription of all documents such as correspondence, reports, minutes, etc., into electronic form; - Keeps an inventory of all equipment coming in and out of the service and takes charge of the maintenance of all equipment, and report breakage or malfunctioning equipment and property; - Assists in the preparation of COSW payroll, reimbursement, administrative reports, and communications; - Assists in monitoring personnel compliance to existing official policies, rules and regulations; - Participates and helps coordinate in the conduct of capacity-building activities including the implementation of related PhilSys programs; and - Assists in the development and continuous improvement of the administrative process within the service.	8	1	PRO-SISS-OANS	Completion of 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	Php18,998.00	Php3,799.60	