

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers

Posting Period: 15 DEC 2022 to 25 DEC 2022

NO.	POSITION TITLE (with major tasks/functions)	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	WAGES PER MONTH	(PLUS UP TO 20% PREMIUM)	
TOTAL			7								
1	Administrative Officer V - Conducts legal research; - Reviews Contracts, MOAs, MOUs, and other documents; - Drafting of legal opinion/advice and legal correspondence; - Appearance in judicial, quasi-judicial, and investigative bodies; - Attends to public queries; - Conducts preliminary investigation; - Prepares investigation report and decision for administrative cases; and - Reviews and certifies petitions under R.A 9048/10172.	18	4	ONS-LS	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php45,203.00	Php9,040.60	
2	Special Investigator III - Conducts preliminary investigation; - Prepares investigation report and decision for administrative cases; - Prepares legal opinion/advice and legal correspondence; - Appearance in judicial, quasi-judicial, and investigative bodies; - Assists in drafting letters, memorandums, formal charges, contracts, pleadings, decisions, and other legal matters; - Reviews Contracts, MOAs, MOUs, and other documents; and - Attends to public queries.	18	1	ONS-LS	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php45,203.00	Php9,040.60	
3	Administrative Officer IV - Conducts legal research; - Responds to complaints/reports received from 8888/CCB/PCC/ARTA; - Assists in drafting letters, memorandums, formal charges, contracts, pleadings, decisions, and other legal matters; - Assists in conducting investigation of administrative cases; and - Reviews and certifies petitions under R.A 9048/10172.	15	1	ONS-LS	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php35,097.00	Php7,019.40	
4	Special Investigator II - Conducts preliminary investigation; - Prepares investigation report and decision for administrative cases; - Prepares legal opinion/advice and legal correspondence; - Appearance in judicial, quasi-judicial, and investigative bodies; - Reviews Contracts, MOAs, MOUs, and other documents; and - Attends to public queries.	15	1	ONS-LS	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php35,097.00	Php7,019.40	