

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Worker
Posting Period: 26 JAN 2023 to 06 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			3								
1	Administrative Assistant V - Assists in the conduct of planning workshops and other organization event spearheaded by PMS.	11	1	ONS-PMS	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Subprofessional/ First Level Eligibility	Php25,439.00	Php5,087.80	
2	Administrative Assistant III - Assists in the preparation of periodic reports on progress of projects/ activities and accomplishments of the divisions and services.	9	1	ONS-PMS	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	Php20,402.00	Php4,080.40	
3	Administrative Assistant III - Assists in the preparation of draft minutes of PSA Board, ExeCom, ManCom, Directorate, and Middle Managers Meetings.	9	1	ONS-PMS	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	Php20,402.00	Php4,080.40	