

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS - Contract of Service Workers  
Posting Period: 23 FEB 2024 to 04 MAR 2024

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)	
<b>TOTAL</b>			<b>4</b>								
1	<b>Planning Officer II</b>  - Assistance in the following: > Implementation of knowledge management (KM) strategies of the agency; > Implementation of organizational/agency projects related to knowledge, learning, collaboration, and innovation; > Development, implementation, and management of knowledge products, and tools;  - Monitoring and evaluation of KM activities' progress and relevant outputs;  - Facilitation of KM activities in the agency (e.g., brown bag discussions, seminars, workshops, etc.);  - Conceptualization and creation of new content and editing of existing materials for KM projects and activities;  - Research on topics related to KM for the agency;  - Provide inputs into the strategies and plans of the section/division;  - Preparation of office documents such as memoranda, advisories, letters, reports, etc.; and  - Perform tasks related to his/her duty and responsibility as Planning Officer II that may be instructed.	15	1	ONS-SMU	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	Php 36,619.00	Php 7,323.80	
2	<b>Administrative Officer II (Custodian of Documents)</b>  - Maintain storage of all classified matters in the PSA and PhilSys Registry Office (PRO);  - Maintain registry of classified matters, showing all classified matters received and to whom it was transmitted;  - Maintain current roster of PSA and PRO personnel authorized to access classified matters for each classification in the office;  - Assist the Security Officer in the establishment and maintenance of the Security Investigation Index;  - Ensure physical security of classified matters in the PSA and PRO;  - Conduct an inventory of all Top Secret and Secret Matters in the PSA and PRO;  - Maintain records of destroyed Top Secret and Secret matters in the PSA and PRO;  - Upon his/her relief, account for all Top Secret and Secret matters by inventory and transmit the same to his successor; and  - Store all documents related to Data Protection and Security.	11	1	ONS-LS-DPSU	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 27,000.00	Php 5,400.00	

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3	<b>Information Officer I</b>  - Coordinate and assist KMCD/CRS in the conduct of IEC activities;  - Assist in the preparation of communication and publicity plan including writing scripts for video production;  - Prepare news articles, Press Releases, and correspondence related to IEC activities;  - Conceptualizes promotional materials;  - Draft speeches of PSA officials and assist them during media interviews; Prepare communications in respond to media issues and media inquiries;  - Work closely with the KMCD social media team to create engaging content for PSA's social media channels including Facebook, Twitter, You Tube and other relevant platforms;  - Assist in keeping PSA social media platforms updated and brand-focused and seeking out new social media avenues. and ways of connecting with audiences.  - Assist in the creation of dynamic written, graphic, and video content that promotes audience interaction, increases audience presence, and encourages audience participation or ways of connecting with audiences;  - Assist in the analysis and reports audience information and demographics, and success of existing social media projects; and  - Propose new ideas and concepts for social media content.	11	1	CRCSO-CRS-OANS	Bachelor's degree	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 27,000.00	Php5,400.00	to be assigned at CTCO-ITDS-KMCD for CRS-IEC Activities
4	<b>Planning Officer I</b>  - Assistance in the following: > Identification, organization, and dissemination of various KM products (e.g., research papers, presentations, etc.); > Facilitation of KM activities in the agency (e.g., brown bag discussions, seminars, workshops, etc.); > Monitoring of KM activities' progress and relevant outputs; > Preparation of office documents such as memoranda, advisories, letters, reports, etc;  - Coordination with various stakeholders of the agency for collaboration, brown bag discussions, seminars, training, and other knowledge management activities;  - Creation of new content and editing of existing materials for KM projects and activities;  - Research on topics related to KM for the agency;  - Perform secretariat functions such as taking of minutes of meeting, action matters, attendance, etc; and  - Perform tasks related to his/her duty and responsibility as Planning Officer I that may be instructed.	11	1	ONS-SMU	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 27,000.00	Php5,400.00	