

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

Posting Period: 06 OCT 2022 to 17 OCT 2022

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			4								
1	Planning Officer II <ul style="list-style-type: none"> - Assists in the facilitation of the PSPCC Meetings and other PSPCC-initiated meetings; - Coordinates with the presenters and collate all presentation materials for the PSPCC meeting; - Prepares the provisional agenda, notice of meeting, transcription and minutes of the PSPCC meeting; - Prepares the invitation letter/email to all concerned government agencies for the conduct of the PSPCC meetings and other PSPCC-initiated events; - Prepares the updates of business arising from the PSPCC meetings and coordinate with the concerned Division/Service/Office or agency for the latest updates and developments; - Responds to queries from member agencies and other stakeholders; - Prepares and reviews PSPCC resolutions and facilitate the signing of the same; - Liaises with the Secretariats of the PhilSys Inter-Agency Committees for PSPCC-related concerns; - Cascades all policies, issuances, instructions and documents arising from the PSPCC meetings to the concerned Division/Service/Office or agency; - Ensures that all PSPCC meetings and other PSPCC-initiated activities are documented accordingly; and - Performs other duties and responsibilities in policy formulation and planning as may be assigned by the immediate supervisor. 	15	2	PRO-PCMS-PPCD	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 at least Career Service Professional/ Second Level Eligibility or its equivalent	Php35,097.00	Php7,019.40	Preferably with work experience related to communications, inter-agency coordination, and secretariat functions
2	Planning Officer I <ul style="list-style-type: none"> - Assists in the facilitation of the PSPCC Meetings; - Assists in the preparation of the provisional agenda, transcription and minutes, and other documentations relevant to the conduct of the PSPCC meetings; - Assists in the preparation of invitation letter/email to the attendees of the PSPCC meeting; - Assists in the preparation of PSPCC resolutions and coordination with other PhilSys Inter-Agency Committees; and - Performs other duties and responsibilities in policy formulation and planning as may be assigned by the immediate supervisor. 	11	2	PRO-PCMS-PPCD	Bachelor's degree relevant to the job	None required	None required	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php25,439.00	Php5,087.80	Preferably with work experience related to communications, inter-agency coordination, and secretariat functions