

**PHILIPPINE STATISTICS AUTHORITY**  
**LIST OF VACANT POSITION - Contract of Service Worker**

Posting Period: 19 JAN 2023 to 29 JAN 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)	
	<b>TOTAL</b>		<b>1</b>								
1	<b>Administrative Assistant II</b>  - Provides administrative support to the division and act as the liaison officer of the division; - 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 division and take charge of supplies; - Takes charge in the preparation of meetings rooms, projector or equivalent video equipment, sound system, and meals or snacks as required by the division; - 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 division and take 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 help 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 division.	8	1	PRO-ROS-IVD	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	Preferably with internal and external communication skills (QMS)