

PHILIPPINE STATISTICS AUTHORITY
 VACANT POSITION WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
 AS OF 20 OCTOBER 2020

| POSITION TITLE | SG | NO. OF VACANCY | PLACE OF ASSIGNMENT | PLANTILLA ITEM NO. | QUALIFICATIONS STANDARDS | | | | REMARKS |
|---|----|----------------|---------------------|--------------------|--------------------------|---|---|---|---|
| | | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| TOTAL | | 1 | | | | | | | |
| Supervising Administrative Officer - Prepares evaluation of specific projects for the improvement /rehabilitation of PSA's occupied buildings, building maintenance and grounds cleanlines and beautification program for its annual budgetary allocaton; - Supervises all employees at the General Service Division engaged in maintenance services such as carpentry, electrical/mechanical, motorpool and janitorial; - Assists and advices the Administrative Officer V in the formulation of guideline, standards and methodologies for the efficient maintenance of the office properties; - Prepares plans and design special building projects-working drawings, quality take-off analysis, specifications, writings and to supervise the construction of the same; and - Implements rules and regulations on administrative discipline and policies. | 22 | 1 | CRC SO-FAS-GSD | PSA-SADOF-192-2015 | Bachelor's degree | Three (3) years of relevant work experience | Sixteen (16) hours of relevant training | Career Service Professional/ Second Level Eligibility | Preferably with at least 12 hours of procurement trainings or member of Technocal Working Group on Bids and Awards or Secretariat |