

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)
(Under Contract of Services Worker)
Posting Period: **03 February 2023 to 13 February 2023**

	Position Title	SG	Daily wage	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Administrative Aide VI Main Function: 1. Assist in checking completeness of documents/attachments to the Disbursement Voucher and Official Receipt 2. Provides administrative support to the division; 3. Receives, maintains records of submitted reports 4. Arranges the files 5. Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various divisions & units; retrieves, cross-checks records for reproduction & authentication; 6. Perform other tasks assigned by the Immediate Supervisor and the Project Director.	6	Php920.56/DAY	1	RSSO 07-CRASD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, Development Communication, or other related courses	Preferably with relevant work experience	Preferably with relevant training	Preferably with at least Career Service Professional/Second Level Eligibility	
2	Administrative Aide VI Main Function: 1. Coordination to the RSC and RLAs &Expanded MANCOM Agencies 2. Encoding and Editing of survey questionnaires 3. Preparation of various report and correspondence prepared by the supervisor 4. Reproduce survey forms and other admin forms 5. Facilitates documents for Signature both CRASD and SOCD 6. Perform other tasks assigned by the Immediate Supervisor and the Project Director.	6	Php920.56/DAY	1	RSSO 07-SOCD	Completion of 2 years of studies in college	Preferably with relevant work experience	Preferably with relevant training	Preferably with CS Professional/First Level Eligibility	