

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)
(Under Contract of Services Worker)

	Position Title	SG	Monthly Salary	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
4	Administrative Aide VI 1. Assists in safekeeping & maintenance of personnel records; 2. Assit the HR in the preparation of reports and other clerical jobs 3. Keeps and maintains all files (memoranda, correspondence, reports); 4. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff; 5. Assists in the Releases checks to claimant; 6. Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and accounting and auditing rules and regulations before submission to COA 7. Act as Liaison on remittances & payment of Utilities 8. Procurement and Compliance 9. Performs other tasks that may be assigned by supervisor/s.	6	782.18	1	CRASD-PSA RSSO	Bachelor's Degree relevant to the job	preferably with experience	None required	None Required	
07	Administrative Aide IV (Driver) 1. Sees to it that the vehicle assigned is in top condition; 2. Drives office vehicle whenever requested by officials and employees of the Office when attending meeting and official business; 3. Maintains the cleanliness of the office vehicle; and 4. Performs other tasks that may be assigned by supervisor/s.	4	691.31/day	1	PSA RSSO- SOCD	High School Graduate	at least 1 year of relevant experience	None required	Professional Driver's License (Per CSC MC 11, s. 1996 revised MC No. 10, s. 2013 under Category IV)	