



Republic of the Philippines  
Office of the President  
**Philippine Space Agency**



## **Administrative Officer I (Records Officer I)**

Salary Grade: 10

Item Number: PHILSAB-ADOF1-15-2020

Division: General Services Division

### **Minimum Qualification Standards:**

Education: Bachelor's degree

Experience: None Required

Training: None Required

Eligibility: Career Service Professional/Second Level Eligibility

### **Duties and Responsibilities:**

- 1) Provide administrative support in the planning, formulating, and implementing a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation and disposal of public records including the adoption of security measures and vital records protection program for the Agency;
- 2) Provide administrative support for knowledge management activities which includes coordination with other units within the organization for capturing knowledge of employees that should be shared and retained within the organization;
- 3) Assist in preparing documents for meetings and presentations during knowledge-sharing sessions and related activities;
- 4) Assist in the development and maintenance of an efficient records system; and
- 5) Perform other duties of a regular or special nature as may be assigned from time to time.

**Applicants who have all or any of the following background are encouraged to apply:**

**Educational Background:** A graduate of Business/Office Administration, Library and Information Science and other similar courses

**Experience:** 1 year relevant experience

### **Competencies:**

- a) With work experience in document archiving and records management;
- b) Knowledgeable and familiar with Republic Act No. 9470 and ISO 9001:2015 requirements;
- c) Organized and detail-oriented; and
- d) Demonstrate strong written and oral communication skills.



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