



Republic of the Philippines
Office of the President
Philippine Space Agency



Administrative Officer III (Records Officer II)

Salary Grade: 14

Item Number: PHILSAB-ADOF3-17-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

- 1) Assist the Administrative Officer V in the quality assurance certification and compliance efforts of the Agency;
- 2) Coordinate with other Units in order to capture lessons learned and best practices that should be shared with other concerned groups in the Agency;
- 3) Facilitate the conduct of the after-action review pre- and post-mortem activities for the various project teams within the Agency;
- 4) Assist in updating the process manual and Citizen's Charter of the Agency;
- 5) Assist the Administrative Officer V in 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;
- 6) Work with the High Performance Computing and Information Systems Division (HPCISD) in order to develop an efficient records-keeping system in the Agency;
- 7) Facilitate the conduct and periodic assessment of knowledge-sharing activities among and across groups in the Agency; and
- 8) 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:

- Work experience in document archiving and records management

Competencies:

- Knowledgeable and familiar with Republic Act No. 9470 and ISO 9001:2015 requirements;
- Organized and detail-oriented; and
- Demonstrate strong written and oral communication skills.



You may Scan this QR Code or Access the link below to build your PhilSA Application Profile

<https://bit.ly/46lleYp>