



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 the 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 of 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.



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