



Republic of the Philippines
Office of the President
Philippine Space Agency



Senior Administrative Staff II

Status: Contract of Service

Monthly Salary: Php 75,560.40 (*inclusive of 20% premium*)

Item Code: COS-SAS2-141

Office: Office of the Deputy Director General for Space Science and Technology

Required Qualifications:

Education: Bachelor's degree relevant to the job
Experience: 3 years of relevant experience
Training: 24 hours of relevant training
Eligibility: None required
Competencies: (*Please refer to the Google Form*)

Duties and Responsibilities:

1. Provide technical and administrative assistance to the Deputy Director General (DDG);
2. Assist the DDG in strategy formulation, planning, and supervising the implementation of space science and technology strategies, programs, projects, and activities, and in ensuring satisfactory completion of deliverables;
3. Research, benchmark, analyze data, and make recommendations on assigned topics;
4. Draft policy guidelines, memoranda, travel documentary requirements, and other communications of the DDG;
5. Prepare reports, correspondences, speeches, presentations, and talk points for the DDG;
6. Prepare for and follow up on meetings by managing memos, coordinating agendas, documenting discussions, and tracking action items;
7. Conduct complete staff-work for the documents being signed and approved by the DDG;
8. Ensure the effective and efficient coordination among internal offices, bureaus, and units, and external stakeholders that concern the ODDGSST; and
9. Perform all other tasks or functions as may be directed by the DDG.



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