



Republic of the Philippines
Office of the President
Philippine Space Agency



Administrative Assistant

Status: Contract of Service

Monthly Salary: Php 27,871.20 (*inclusive of 20% premium*)

Item Code: COS-ADA-160

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

Required Qualifications:

Education: Completion of at least two-year studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: None required
Competencies: (*Please refer to the google form*)

Duties and Responsibilities:

1. Provide secretarial, administrative, and logistical support for the Office of the Deputy Director General for Space Science and Technology (ODDGSST);
2. Assist the Senior Administrative Assistant in maintaining confidential, vital, and general files and records, circulars, memorandum, orders and other papers and documents (hard copy and electronic files);
3. Assist in the procurement of supplies, materials, equipment and other tasks related to maintaining the office resources and facilities;
4. Assist in the logistics for management meetings and other events organized by ODDGSST;
5. Facilitate the encoding and uploading of purchase requests;
6. Perform messenger tasks and run errands when requested; and
7. Perform other functions that may be assigned by the Deputy Director General.



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