

**PHILIPPINE INFORMATION AGENCY
NOTICE OF VACANT POSITIONS
CENTRAL OFFICE**

Position/ Division	SG	Item Number	Education	Experience	Training	Eligibility	Special Skills
INFORMATION OFFICER III (1 position) PLANNING AND COMMUNICATION RESEARCH DIVISION	18	PIAB-INFO3-46-1998	Bachelor's degree preferably in Mass Communication or related discipline	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Must be skilled in news and technical report writing and editing in both English and Filipino; media monitoring; issues analysis and management; content analysis; research proposal development; conduct of field surveys and focus group discussions; data processing and reporting including use of SPSS software; communication planning and program evaluation; must have understanding of organizational planning and development; must be computer literate; willing to report on shifting schedule and during weekends and holidays.
INFORMATION OFFICER II (1 position) PLANNING AND COMMUNICATION RESEARCH DIVISION	15	PIAB-INFO2-38-1998	Bachelor's degree preferably in Mass Communication or related discipline	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Must be skilled in news and technical report editing; media monitoring and content analysis; communication research including tactical, conduct of field surveys and focus group discussions, processing and reporting of research results including use of SPSS software; must have know-how on communication planning and program evaluation; familiar with new media applications; computer literate; willing to report on shifting schedule and during weekends and holidays.

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INFORMATION OFFICER II (1 position) PROGRAM MANAGEMENT DIVISION	15	PIAB-INFO2-48-1998	Bachelor's degree in preferably in Mass Communication, Business Administration or related discipline	1 year of relevant experience	4 hours of relevant training (marketing services, communication planning, campaign proposals, presentation skills)	Career Service Professional/ Second Level Eligibility	Strategic thinking, marketing skills, preparation of media relations plan; writing skills (news and press releases preparation of powerpoint presentations for communication and advocacy campaign proposals;); good oral communication skills; effective coordination skills; good human relations; open-minded; can work under pressure and has bias for action; dynamic personality; computer literate with mastery in microsoft applications and other related programs
INFORMATION OFFICER I (1 position) CREATIVE and PRODUCTION SERVICES DIVISION	11	PIAB-INFO1-54-1998	Bachelor's degree preferably in Fine Arts/Advertising	None required	None required	Career Service Professional/ Second Level Eligibility	Knowledgeable in layout/design, computer graphics, copywriting, can work under pressure and has bias for action
SUPERVISING ADMINISTRATIVE OFFICER (1 position) ADMINISTRATIVE DIVISION	22	PIAB-SADOF-55-2005	Bachelor's degree relevant to the job preferably in Public Administration, Engineering, Legal Management	3 years of relevant experience	16 hours of relevant training	RA 1080/ Career Service Professional/ Second Level Eligibility	Extensive knowledge in the government procurement processes; competency in building and grounds maintenance; supervisory skills in all aspects of administrative service functions

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ADMINISTRATIVE OFFICER IV (1 position) FINANCE and MANAGEMENT DIVISION	15	PIAB- ADOF4-59- 2005	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Knowledge in accounting and budgeting; able to perform liaison work; has good interpersonal skill, computer literate, particularly in MS Office application (MS Word, Excel, Powepoint)
SENIOR ADMINISTRATIVE ASSISTANT III (1 position) ADMINISTRATIVE DIVISION	15	PIAB- SADAS3- 57-2005	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service Subprofessional/ First Level Eligibility;	Extensive knowledge in Audio/ Visual communication/operations; basic knowledge in the government procurement processes; computer literate.
ADMINISTRATIVE ASSISTANT III (2 positions) ADMINISTRATIVE DIVISION	9	PIAB- ADAS3-4- 2008/ PIAB- ADAS3-13- 2008	Completion of two years studies in college	1 year of relevant experience in office management	4 hours of relevant training in office management	Career Service Subprofessional/ First Level Eligibility	Computer literate, particularly in MS Office application (MS Word, Excel, Powepoint); office management
ADMINISTRATIVE ASSISTANT II - Audio-Visual Aids Technician II (1 position) CREATIVE and	8	PIAB- ADAS2-19- 2008	High School graduate or completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Equipment Technician (MC 11, s. 96 – Cat. II)	Knowledgeable in the operation, set-up, maintenance and upkeep of audio-visual equipment, computer literate

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ADMINISTRATIVE AIDE VI - Driver/ Messenger (1 position) REGIONAL OPERATIONS DIVISION	6	PIAB- ADA6-24- 2008	Elementary School Graduate	1 year of relevant experience	4 hours of relevant experience	Relevant MC 11, s. 1996	Proficient in messengerial work; must know how to drive and with professional driver's license

All interested and qualified applicants must submit the following documentary requirements to Human Resource Development Division, 3rd Floor, PIA Building, Visayas Avenue, Quezon City or thru email at pia1hrdd@gmail.com on or before **2 November 2016**

1. Letter of Intent addressed to PIA Director-General Harold E. Clavite indicating your first and second choice of job position and division you are applying for
2. Duly accomplished and updated Personal Data Sheet (PDS) which can be downloaded at <http://archives.pia.gov.ph/file/piapds.xls>
3. Photocopy of Certificate of Eligibility/License
4. Photocopy of Transcript of Records
5. Photocopy of Diploma
6. Photocopy of latest Performance Rating
7. Photocopy of Certificates of relevant training and seminar attended; and
8. Photocopy of Certificate of Employment with duties and responsibilities

Internal applicants are only required to submit requirements number 1 and 2.

Date Posted: 21 October 2016