

**PHILIPPINE INFORMATION AGENCY
NOTICE OF VACANT POSITIONS
REGIONAL OFFICES**

Position/ Region	SG	Item Number	Education	Experience	Training	Eligibility	Special Skills
INFORMATION OFFICER IV (1 position) REGION I	22	PIAB- INFO4-3- 1998	Bachelor's degree preferably in Mass Communication or related discipline	3 years of relevant experience (press/public relations work and media coverages of national and local events)	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	Proficient writer of news and feature articles and releases for print, radio and television; proficient in the formulation of communication plans and advocacy campaigns on government development programs; proficient in MS word, excel, powerpoint presentation applications; willing to be assigned at the regional office.
INFORMATION OFFICER II (3 positions) Region V (1 position) Region VIII (2 positions)	15	PIAB- INFO2- 121- 1998, PIAB- INFO2- 5-1998, PIAB- INFO2- 152-1998	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	Proficient writer of news and feature articles for print and broadcast; has vast experience in media coverages of important events; proficient in the formulation of communication plans on development programs; proficient in MS word, excel, powerpoint presentation applications.
ADMINISTRATIVE OFFICER IV (1 position) Region I	15	PIAB- ADOF4- 25-2008	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Knowledge and understanding of basic accounting and auditing processes/procedures; preparation of financial reports, payrolls, vouchers and other accounting-related reports; good in word and excel application; has good human relations, can work under pressure.

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ADMINISTRATIVE ASSISTANT II (1 position) CAR	8	PIAB- ADAS2- 16-2008	High School graduate or completion of relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11, s. 1996	Knowledgeable in photography, video coverage, operation and set- up of audio-visual visual equipment; must know how to drive and with driver's license; operation of basic office equipment; proficient in messengerial work.
ADMINISTRATIVE AIDE VI (1 position) Region II	6	PIAB- ADA6- 43-2005	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Proficient in secretarial work; operation of basic office equipment; computer literate; knowledgeable in photography, video coverage, operation of audio- visual recorder/player, set-up of audio-visual equipment.
ADMINISTRATIVE AIDE VI (1 position) Region IV-A	6	PIAB- ADA6- 12-2005	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Has working knowledge in administrative work, computer literate, operation of basic office equipment; knowledgeable in photography, video coverage, operation of audio-visual recorder/player, set up of audio- visual equipment and dubbing; video editing using Adobe Premium Pro, after effects, photoshop.
ADMINISTRATIVE AIDE VI (1 position) Region XI	6	PIAB- ADA6- 41-2005	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Computer literate

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All interested and qualified applicants must submit the following documentary requirements directly to the respective PIA Regional Offices where the vacancy exists or thru respective regional e-mail addresses on or before **23 November 2016**:

1. Letter of Intent addressed to PIA Director-General Harold E. Clavite thru the respective Regional Directors where the vacancy exists; indicating your first and second choice of job position and the Regional Office you are applying for (http://archives.pia.gov.ph/file/key_regional_officials.pdf)
2. 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: 16 November 2016