

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 23 JAN 2023 TO 07 FEB 2023

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL			19							
1	Senior Statistical Specialist - Drafts supplementary establishment surveys/census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions; and - Assists in the reviews of current questionnaires, concepts, and definitions used and recommends improvements or changes taking into account the need for useful and relevant statistics for social and economic development planning.	19	1	SSO-ESSS-SSD	PSA-SRSTATS-142-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	Registration Officer III - Reviews, evaluates, and processes civil registry documents affected by court decrees, legal instruments, RA 9048, RA 10172, and supplemental reports; - Conducts regular inventory of folders in the archives of processed annotation documents and ensure security and safety of all documents in the archives; and - Signs and countersigns PSA issued civil registry documents.	18	1	CRCO-CRS-CRMD	PSA-REGO3-72-2015	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	Information Systems Analyst II - Assists in the device certification and relying party integration programs; and - Acts as technical support to Relying Party in the implementation of Authentication services.	16	1	PRO-SISS-DCRPID	PSA-INFOSA2-62-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
4	Statistical Specialist II - Conducts methodological and analytical studies for improvement of statistical processes; and - Prepares dissemination materials to present key findings of conducted research studies and training/workshop materials for the transfer of knowledge on new methodologies/procedures for implementation.	16	1	ONS-SMU	PSA-SS2-75-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
5	Statistical Specialist II - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation, and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.; and - Prepares timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations.	16	1	SSO-SSSS-IESD	PSA-SS2-396-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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6	Registration Officer II - Coordinates with Registration Centers on the operational concerns in their respective areas; - Monitors the workforce of the PhilSys field personnel such as conduct of hiring and training; - Monitors the field operations for registration including data updates and addresses the issues and concerns encountered therein; and - Coordinates with the PSA Field Offices regarding operational concerns of PhilSys registrations.	14	1	PRO-ROS-RMD	PSA-REGO2-10-2019	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
7	Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, letters, and other official documents related to labor & employment, LabStat reports, and other outputs of the division; - Processes and tabulates survey/admin-based data; and - Prepares survey instruments/ materials for statistical activities.	13	1	SSO-SSSS-EDSD	PSA-SS1-86-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
8	Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division; and - Processes and tabulates survey data/admin-based data.	13	1	SSO-SSSS-LSRSD	PSA-SS1-94-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	Administrative Officer II - Assists in supervising the requisitioning, canvassing, issuing and recording, storekeeping of equipment, supplies and materials, and reviews/checks invoices and other supporting papers required for the payment of items delivered; and - Undertakes the physical inventory and listing of unserviceable equipment/vehicles for disposal.	11	2	CRCO-FAS-GSD	PSA-ADOF2-109-2015 PSA-ADOF2-115-2015	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	Internal Auditor I - Conducts researches to obtain background information on activities to be conducted under general supervision ; and - Discusses research findings with the audit team leader.	11	1	ONS-IAD	PSA-IAUD1-178-2021	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat Preferably Bachelors Law, Accounting, Public Administration, Criminology, Information Technology/Computer Science and other disciplines related to the abovementioned) Preferably one (1) year in position/s involving Internal Auditing, Administrative or Criminal Investigation and/ or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines) Preferably four (4) hours of training in Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)