

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 21 MAY 2021

| POSITION TITLE | SG | NO. OF VACANCIES | PLACE OF ASSIGNMENT (Please see attached meaning of acronyms) | PLANTILLA ITEM NO. | QUALIFICATIONS STANDARDS | | | | REMARKS |
|--|----|------------------|--|----------------------|---|--|---|---|---|
| | | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| TOTAL | | 19 | | | | | | | |
| Attorney IV - Advises the Office Head on Legal matters affecting policies, enforcement and administration of laws, decrees, instructions relative to the operations and functions of the office; - Formulates and recommends for implementation policies, rules and regulations, order circulars, memoranda, contracts designed to carry out the objective and purposes of the office including that whose govern the administration of discipline; and - Conducts hearing on cases arising from the | 23 | 1 | ONS-LS | PSA-ATY4-19-2015 | Bachelor of Laws | With at least two (2) years of relevant experience | With at least eight (8) hours of relevant training | RA 1080 | Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| Information Officer IV - Prepares communication and publicity plans for strategic improvement of dissemination of the PSA products and services; - Formulates information policies and standards; and - Prepares work programs with emphasis on work schedules, plans and proposals for the improvement of the workflow, facilities and personnel force. | 22 | 1 | CTCO-ITDS-KMCD | PSA-INFO4-60-2015 | Bachelor's degree relevant to the job | With at least three (3) years of relevant experience | With at least sixteen (16) hours of relevant training | With at least CS Professional/ Second Level Eligibility | Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| Supervising Statistical Specialist - Assists in formulating programs for production and data dissemination of economic statistics from establishment and enterprise based surveys and other ad hoc surveys; - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data; - Assists, plans, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data in connection with the preparation of industry and other studies; and - Prepares technical and administrative reports on the various censuses and surveys. | 22 | 1 | SSO-ESSS-ISD | PSA-SVSTATS-180-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least four (4) 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) | With at least thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |

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| | | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| <p>Supervising Statistical Specialist</p> <p>- Serves as the assistant technical and administrative head of the division;</p> <p>- Assists in planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies for the non-industry sectors of the economy; and</p> <p>- Monitors the activities and deliverables of the division and makes recommendations for improvement.</p> | 22 | 1 | SSO-ESSS-SSD | PSA-SVSTATS-148-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least four (4) 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) | With at least thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| <p>Supervising Statistical Specialist</p> <p>-Serves as the assistant technical and administrative head of the division;</p> <p>- Assists the Chief Statistical Specialist in the supervision, management and coordination of the output of the division involving the development, compilation, consolidation and updating of environmental accounts and environmental statistics and other related indicators; and</p> <p>- Monitors the activities and deliverables of the division and makes recommendations for improvement.</p> | 22 | 1 | SSO-MAS-ENRAD | PSA-SVSTATS-147-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least four (4) 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) | With at least thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| <p>Information Systems Analyst III</p> <p>- Develops, implements and continuously maintains and improves quality assurance framework, standards and procedures for all information systems (in-house and outsourced) including software, code and documentation repository; and</p> <p>- Prepares and submits test plans and procedures for the quality assurance of Information systems and outsourced software.</p> | 19 | 1 | CTCO-ITDS-SQAD | PSA-INFOSA3-63-2015 | Bachelor's degree relevant to the job | With at least two (2) years of relevant experience | With at least eight (8) hours of relevant training | With at least CS Professional/ Second Level Eligibility | Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses |
| <p>Information Systems Analyst II</p> <p>- Collaborates with PhilSys counterparts and with the respective team in the preparation and development of User Specification Documents, Manuals, Modules/Programs and System Design and Specification; and</p> <p>- Manages and oversees the inventory of hardware acquired by PhilSys.</p> | 16 | 1 | PRO-RSMS-IDPMD | PSA-INFOSA2-16-2019 | Bachelor's degree relevant to the job | With at least one (1) year of relevant experience | With at least four (4) hours of relevant training | With at least CS Professional/ Second Level Eligibility | Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses |

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| | | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| <p>Statistical Specialist II</p> <p>-Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter.</p> <p>-Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; and</p> <p>-Prepares the necessary survey instruments and schedules needed for the conduct surveys and researches, and conducts preliminary analysis of the data.</p> | 16 | 1 | SSO-ESSS-PSD | PSA-SS2-116-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least 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) | With at least sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| <p>Statistical Specialist I</p> <p>- Prepares inputs and recommendations for the improvement of statistical surveys and censuses, particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System; and</p> <p>- Assists in the development and monitoring of implementation of statistical standards and data quality assurance framework.</p> | 13 | 1 | CTCO-SS-SSD | PSA-SS1-103-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least 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) | With at least eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| <p>Statistical Specialist I</p> <p>-Assists in the preparation of statistical report;</p> <p>- Processes and tabulates survey data/admin-based data; and</p> <p>-Prepares drafts of statistical report.</p> | 13 | 1 | SSO-MAS-AAD | PSA-SS1-128-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least 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) | With at least eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| <p>Statistical Specialist I</p> <p>-Assists in the preparation of statistical reports;</p> <p>- Processes and tabulates survey data/admin-based; and</p> <p>- Prepares drafts of statistical reports.</p> | 13 | 1 | SSO-MAS-SAD | PSA-SS1-157-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | With at least 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) | With at least eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |

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| | | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| Information Systems Analyst I - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document; - Assists in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; and - Prepares the detailed documentation of the programs/modules assigned. | 12 | 2 | CTCO-ITDS-SDD | PSA-INFOSA1-76-2015 PSA-INFOSA1-80-2015 | Bachelor's Degree relevant to the job | None Required | None Required | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| Statistical Analyst - Processes survey data including checking completeness and consistency; - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; and - Assists in the organization and updating of databases of the division. | 11 | 1 | SSO-ESSS-PSD | PSA-SA-267-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | None Required | None Required | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; and - Assists in the preparation of statistical reports. | 11 | 3 | SSO-MAS-AAD | PSA-SA-202-2015 PSA-SA-203-2015 PSA-SA-199-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | None Required | None Required | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |
| Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; and - Assists in the preparation of statistical reports. | 11 | 2 | SSO-SSSS-PHDS | PSA-SA-416-2015 PSA-SA-417-2015 | Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses | None Required | None Required | With at least CS Professional/ Second Level Eligibility | Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat |