

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
AS OF 14 JULY 2021

POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL		24							
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 violation of laws, office rules and regulations against officials and employees of the office.	23	1	ONS-LS	PSA-ATY4-20-2015	Bachelor of Laws	With at least two (2) years of relevant experience	With at least eight (8) hours of relevant training	RA 1080 (Attorney)	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Project Evaluation Officer IV -Assists the Project Evaluation Officer V in managing the division; -Leads the development and implementation of the monitoring and evaluation (M&E) Framework and System for PhilSys, including risk management; and -Supervises the planning, data gathering, consolidation, and analysis for the conduct of M&E studies and activities to measure project progress at the goal outcome, and output level.	22	1	PRO-PCMS-MED	PSA-PEO4-29-2019	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	Career Service Professional/ Second Level Eligibility	Preferably a graduate of Economics, Development Studies, Public Policy, Demographics, Statistics, or related fields Preferably with experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research, project management, and risk management Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Attorney III - Reviews contract, Memorandum of Agreement/Understanding and Memorandum Circular; and - Acts as prosecutor in administrative cases.	21	2	ONS-LS	PSA-ATY3-21-2015 PSA-ATY3-22-2015	Bachelor of Laws	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	RA 1080 (Attorney)	Preferably with at least 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>Board Secretary III</p> <p>- Prepares preliminary drafts of resolutions, motions and other documents reflecting official action of the Board, and supervise the dissemination of decisions of the Board to officials concerned;</p> <p>-Assists in the monitoring of the implementation of resolutions passed and other decisions reached by the Board to address statistical issues and problems raised to its attention;</p> <p>-Coordinates with various staff offices/units of the PSA and other agencies and assist in the preparation of briefs and other papers and comments for action by and/or information of the Board;</p> <p>-Examines requests for reconsideration of actions taken; obtain the comments and recommendations thereon of staff Offices/units concerned and prepare briefs of position papers thereon; and</p> <p>-Gathers; Compiles and Analyzes data and other information as may be required by the National Statistician; and maintains data bank of PSA Resolutions and PSA Memo Circulars.</p>	20	1	ONS-PMS	PSA-BS3-7-2015	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	Career Service 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>Information Technology Officer I</p> <p>- Supervises and coordinates the work of all personnel assigned within his/her unit;</p> <p>- Prepares plans, programs and strategies for the development and implementation of server and network infrastructure management and technical support services;</p> <p>- Reviews and evaluates specifications of ICT-related items and services for procurement and outsourcing;</p> <p>- Defines outsourcing requirements, supervises and evaluates the performance of service providers with respect to the outsourced services relevant to the division's functions; and</p> <p>- Performs other related work that may be assigned by the Assistant Division Chief, Division Chief, ANS and DNS.</p>	19	1	CTCO-ITDS-SOID	PSA-ITO1-60-2015	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	Career Service 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

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Senior Statistical Specialist - Conducts higher level methodological and analytical studies for improvement of statistical processes; and - Reviews research plans, research reports and other outputs prepared by lower level statisticians.	19	2	ONS-SMU	PSA-SRSTATS-73-2015 PSA-SRSTATS-74-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With and least 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)	With at least 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 (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Undertakes a program of research and analytical studies for the development of statistical concepts, classification system, techniques and procedures for more effective compilation, tabulation and dissemination of administrative-based data; and -Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data.	19	1	SSO-ESSS-TSD	PSA-SRSTATS-126-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With and least 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)	With at least 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 (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Planning Officer III - Participates in the formulation, monitoring and assessment of annual and long term plans of the office, initiates improvements in the office procedures and policies; - Assists in the preparation of procedures for the planning workshops, instruments to be used for planning, and prepares budget estimates for various planning activities; - Prepares annual, quarterly, monthly and other related reports on the status and accomplishments and censuses, surveys, researches and other projects of the office; and - Assists in the preparation of the work program of the office and coordinates the implementation of projects in the field offices.	18	1	ONS-PMS	PSA-PLO3-13-2015	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	Career Service 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

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Planning Officer III - Develops policies and guidelines related to PhilSys; - Proposes innovation on the process of registration and authentication for PhilSys; - Develops short-term and long-term communication plan for PhilSys; - Manages crisis on communications that pertains to PhilSys; and - Leads in providing secretarial function to PSPCC meetings.	18	1	PRO-PCMS-PPCD	PSA-PLO3-22-2019	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	Career Service 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
Administrative Officer V -Consolidates and prepares budget proposal forms (Tier 1 and Tier 2) based on Budget Call and guidelines; and -Prepares reports and other documents needed for the technical budget hearings required by the NEDA, DBM, House of Representatives and Senate of the Philippines.	18	1	CRCSO-FAS-BD	PSA-ADOF5-186-2015	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	Career Service 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
Information Systems Analyst II -Identifies and documents systems requirements through collaboration with Subject Matter Divisions/Units; -Develops programs/modules in collaboration with client unit counterparts and with his/her respective SDD team; and -Performs unit testing of programs/modules developed by him/her and or those developed by ISA I.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-65-2015	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	Career Service 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
Statistical Specialist II - Prepares statistical reports/articles, memoranda, resolution, letters and other official documents related to the output of the division; and - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division.	16	1	SSO-ESSS-CSD	PSA-SS2-244-2015	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	Career Service 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

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Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; and - Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts statistical analyses and reports of the data.	16	1	SSO-ESSS-SSD	PSA-SS2-408-2015	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	Career Service 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
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of agricultural accounts, indicators and socio-economic statistics related to agriculture and fishery sector; and - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-MAS-AAD	PSA-SS2-325-2015	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	Career Service 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
Project Evaluation Officer II - Assists in the conduct of research and context assessment and analysis for the development of the monitoring and evaluation (M&E) framework for Philsys, including risk management; and - Gathers and consolidates relevant M&E and risk management data necessary for reporting, in coordination with other PRO services, field offices, implementation partners (i.e., PhilSys vendors), and other development partners.	15	1	PRO-PCMS-MED	PSA-PEO2-8-2021	Bachelor's degree	With at least one (1) year of relevant experience in	With at least four (4) hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably a graduate of Statistics, Demographics, Economics, Development Studies, Public Policy or related field Preferably with experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research, project management, and risk management Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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<p>Planning Officer II</p> <p>- Assists in the formulation of technical and operational plans, programs and policies for the conduct of censuses, surveys, researches and other projects in accordance with the requirements of social and economic development plans of the government;</p> <p>- Prepares annual, quarterly, monthly and other related reports on the status and accomplishments of censuses, surveys, researches and other projects of the office; and</p> <p>- Trains and supervises enumerators in the collection of data during censuses and surveys.</p>	15	1	ONS-PMS	PSA-PLO2-15-2015	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research, project management, and risk management	With at least four (4) hours of relevant training in project planning and management, data analysis, research, or risk management	Career Service 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>Registration Officer II</p> <p>- Supervises and monitors the day to day operation of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the office of the Local Civil Registrar; and</p> <p>- Prepares reports and Performance Ratings of employees.</p>	14	1	CRCSO-CRS-CRMD	PSA-REGO2-77-2015	Bachelor's degree	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	Career Service 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 survey clearance, questionnaire design, operations and data processing manuals, table and edit specifications, budget estimates including logistic activities such as printing of questionnaires, training supplies, and mailing and shipment of survey materials during preparatory stage of establishment-based surveys; and</p> <p>- Assists in the compilation of exported data files, SFR,CCK,weighted tables, unweighted tables, suppressed, unsuppressed.</p>	13	1	SSO-ESSS-ISD	PSA-SS1-87-2015	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	Career Service 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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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; - Prepares survey instruments/statistical materials for statistical activities; and - Gathers information as inputs for the preparation of reports.	13	1	SSO-SSSS-PHSD	PSA-SS1-111-2015	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	Career Service 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
Project Evaluation Officer I - Assists in gathering and consolidating relevant M&E and risk management data necessary for reporting, in coordination with other PRO services, field offices, implementation partners (i.e., PhilSys vendors), and other development partners; and - Coordinates with all relevant stakeholders regarding PhilSys M&E, project management, and risk management requirements.	11	1	PRO-PCMS-MED	PSA-PEO1-12-2021	Bachelor's degree	None required	None required	Career Service 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	1	SSO-SSSS-DHSD	PSA-SA-216-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service 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
Assistant Information Officer - Edits manuscripts and prepares textual analysis of tabular data for the reports, books, journals, and other publishing and dissemination modes; - Prepares composition specifications of various publications; - Determines office printing needs and prepares cost estimates and tables necessary to acquire them; and - Performs related work assigned from time to time.	8	1	CTCO-ITDS-KMCD	PSA-AIO-61-2015	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	Career Service Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat