

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 28 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		5							
Supervising Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data; and - Coordinates and assists in formulating programs and develops policies for production of statistics and data dissemination.	22	1	RSSO MIMAROPA-MARINDUQUE	PSA-SVSTATS-138-2015	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
Supervising Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data - Coordinates and assists in formulating programs and develops policies for production of statistics and data dissemination.	22	1	RSSO MIMAROPA-ORIENTAL MINDORO	PSA-SVSTATS-122-2015	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
Supervising Statistical Specialist - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; - Assesses periodically all phases of operation in the province; and - Ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO ARMM-MAGUINDANAO	PSA-SVSTATS-165-2015	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
Registration Officer I - Assist in the efficient and accurate assessing and processing of birth, death and marriage document submitted by the Local Civil Registrars and reviews new and renewal of CRASM application in accordance with current registration standards and guidelines and established processes; and - Assist the Supervising Statistical Specialist in coordinating with the local civil registrars.	10	1	RSSO NCR-NCR I	PSA-REGO1-227-2015	Bachelors Degree	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

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Administrative Assistant I - Keeps and maintains all files (memoranda, correspondence, reports); - Receives and keeps log of all incoming/outgoing (phone, mail, fax, Etc.) and transmits messages to concerned staff; and - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments).	7	1	RSSO 13 - OD	PSA-ADAS1-161-2015	Completion of two (2) years studies in college or High School Graduate with relevant vocational /trade course	None Required	None Required	With at least CS 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