

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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		16							
Supervising Statistical Specialist -Reviews periodically all statistical schedules, questionnaires and forms used for data collection and makes necessary recommendations for improvements; reviews statistics produced from censuses and surveys as to precision, consistency and unbiasedness; and -Assists, plans, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data; supervises and reviews the work of subordinate employees in compiling, classifying, consolidating, computing of statistical data gathered.	22	1	RSSO 12-SOCD	PSA-SVSTATS-169-2015	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	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 - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - 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.	16	1	RSSO NCR-NCR III	PSA-SS2-510-2015	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 - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - 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.	16	1	RSSO 04A-BATANGAS	PSA-SS2-151-2015	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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	
<p>Statistical Specialist II</p> <p>- Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and</p> <p>- 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.</p>	16	1	RSSO 04A-CAVITE	PSA-SS2-163-2015	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
<p>Statistical Specialist II</p> <p>- Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; Computes summaries and indicators from data produced from censuses, surveys and other projects of the office; Translates literal information to numerical information and vice-versa; reviews work of lower level personnel;</p> <p>- Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and</p> <p>- 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.</p>	16	1	RSSO 09-SOCD	PSA-SS2-102-2015	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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	
<p>Statistical Analyst</p> <ul style="list-style-type: none"> - Helps institute efficient methods, establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to insure equitable distribution of work among them within target periods; and - Helps recruit, train and supervise interviewers in the collection and preliminary processing of data during censuses and surveys. 	11	1	RSSO MIMAROPA-PALAWAN	PSA-SA-272-2015	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
<p>Statistical Analyst</p> <ul style="list-style-type: none"> - Assists in the computation of statistical measures and indices for data produced; - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region. 	11	1	RSSO 09-SOCD	PSA-SA-434-2015	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
<p>Statistical Analyst</p> <ul style="list-style-type: none"> - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region. 	11	1	RSSO NCR-NCR II	PSA-SA-440-2015	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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	
Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 01-LA UNION	PSA-REGO1-124-2015	Bachelors 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
Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 01-PANGASINAN	PSA-REGO1-156-2015	Bachelors 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
Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; -Edits folios and encodes questionnaires/survey forms, checks for completeness , consistency and validity of data.	9	1	RSSO NCR-NCR I	PSA-ASTAT-140-2015	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
Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 04A - QUEZON	PSA-ADAS3-23-2015	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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	
Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Maintains copies of money claims and enters the amount in the record book and index card.	9	1	RSSO MIMAROPA-CRASD	PSA-ADAS3-63-2015	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
Administrative Assistant II - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material; and -Processes all money claims in accordance with the accounting, auditing rules and ensures that expenses are properly authorized and incurred.	8	1	RSSO NCR-NCR V	PSA-ADAS2-130-2015	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
Administrative Assistant II -Prepares liquidation of all cash advances, payrolls and vouchers; prepare checks and advice of checks issues and cancelled; disburses wages and claims of JOWs and COSWs; releases checks to claimants; and - Prepares liquidation report submitted to COA and payment for different suppliers	8	1	RSSO 04A - CAVITE	PSA-ADAS2-107-2015	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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	
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 CAR-OD	PSA-ADAS1-172-2015	Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	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