

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 04 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	
GRAND TOTAL		8							
Attorney III -Review and evaluate Contracts, MOAs, MOUs and other documents; -Formulate and recommend for implementation of policies, rules and regulations, orders, circulars, memoranda and related documents; -Prepare legal opinion and render legal advice to respective services on matters relating to current legal issues or potential issues that will have legal impact; -As may be authorized, represent the PSA in judicial or administrative proceedings including preparation of relevant pleadings, memoranda, position papers, manifestations and other legal documents and correspondence; -Liase with both houses of congress on legislative matters which impact PSA mandates; -Facilitate/coordinate and supervise legal assistants in answering complaints/reports received from 8888/CCB/ARTA; -Provide legal assistance to PRO in relation to contract management; and -Provide legal Assistance in reviewing legal documents of PRO including but not limited to procurement documents and correspondence with other government agencies.	21	3	ONS-LS	PSA-ATY3-174-2021 PSA-ATY3-175-2021 PSA-ATY3-176-2021	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 twelve (12) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Attorney II -Conduct research on pertinent laws, decisions, opinions, etc. as may be applicable and/or related to a particular case; -Conduct preliminary investigaion on complaints filed before the Legal Service; -Prepare legal opinion/advice and legal correspondence; -Attend court and congress/Senate hearings; -Facilitate/coordinate and supervise legal assistants in answering complaints/reports received from 8888/CCB/ARTA; -Conducts legal research on pertinent laws, decisions, opinions, etc. as may be applicable and related to a particular case; -Provide legal assistance to PRO in relation to contract management; and -Provide legal Assistance in reviewing legal documents of PRO including but not limited to procurement documents and correspondence with other government	18	1	ONS-LS	PSA-ATY2-177-2021	Bachelor of Laws	None required	None required	RA 1080 (Attorney)	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer V - Supervise, plan, evaluate, and monitor various physical development/infrastructure programs, activities, and projects of the PSA; - Supervise and facilitate compliance with the requirements of concerned regulatory agencies such as pollution control, sanitation and employees' safety, including the repair of office furniture/fixtures, including minor repair of structures/buildings, and maintenance of facilities such as aircon units, electrical and mechanical equipment; - Supervise, coordinate and monitor all procurement activities of the PSA Central Office; and - Provide technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs) and responsible for all post-award contract management activities, including coordination with end-users for the acceptance of goods and services and with the Finance Divisions for payment of contracts.	18	2	CRCO-FAS-GSD	PSA-ADOF5-169-2021 PSA-ADOF5-170-2021	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 eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer III - Plan, evaluate and monitor various physical development/infrastructure programs, activities, and projects of the PSA; and - Facilitate compliance with the requirements of concerned regulatory agencies such as pollution control, sanitation and employees' safety, including the repair of office furniture/fixtures, including minor repair of structures/buildings, and maintenance of facilities such as aircon units, electrical and mechanical equipment.	14	1	CRCO-FAS-GSD	PSA-ADOF3-171-2021	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 eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Provide administrative support to the General Services Division; and - Organize and make necessary arrangements for meetings and conferences and prepare minutes of meetings.	10	1	CRCO-FAS-GSD	PSA-ADOF1-172-2021	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