**Internal Audit Division (IAD)**

**A. Internal Auditor V (SG-24)**

1. Supervises the division tasked with internal audit functions;
2. Establishes the annual goals; objectives and performance targets;
3. Establishes internal auditing standards, guidelines and procedures for the guidance of the internal audit staff;
4. Does final review of internal audit plans;
5. Recommends approval of internal audit plans;
6. Reviews internal audit reports;
7. Determines training needs of internal audit staff;
8. Responsible for work performance and discipline of audit staff; and
9. Performs other tasks that may be assigned by supervisor/s.

**B. Internal Auditor IV (SG-22)**

1. Assists in supervising a division tasked with internal audit functions;
2. Reviews internal audit plans;
3. Discusses internal audit plans with the concerned internal audit staff;
4. Advises staff on need for chances in scope, objectives, audit procedures and how to resolve audit issues encountered;
5. Reviews status report of audit being conducted;
6. Proofreads written internal audit reports;
7. Trains new internal auditors;
8. Rates performance of audit staff, and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Internal Auditor III (SG-18)**

1. Reviews agency organizational structure, staffing, administrative systems and procedures and other relevant information to determine its internal audit needs and objectives;
2. Assigns and clarifies work assignments of members of audit team;
3. Discusses internal audit scope and objectives with affected agency personnel prior to conduct of audit;
4. Leads an internal audit team in the conduct of financial and/or operations audit;
5. Reviews findings and recommendations of audit team for completeness and conformance to audit plan, standards and guidelines;
6. Drafts the consolidated internal audit report;
7. Discusses audit results with auditee's before the draft of the report is finalized;
8. Follows-up actions to determine if audit recommendations have been carried out or not and to inquire for the reasons for non-implementation;
9. Conducts investigations of anomalies discovered in audits and submits reports and recommendations on investigations completed;
10. Conducts special audits as assigned; and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Internal Auditor II (SG-15)**

1. Conducts researches to obtain background information on the activities to be audited;
2. Discusses research findings with the leader of the auditing team;
3. Performs simple auditing work;
4. Drafts report on the result of audit; and
5. Performs other tasks that may be assigned by supervisor/s.

**E. Internal Auditor I (SG-11)**

1. Conducts researches to obtain background information on the activities to be audited;
2. Discusses research findings with the leader of the auditing team;
3. Performs simple auditing work;
4. Drafts report on the results of the audit completed; and
5. Performs other tasks that may be assigned by supervisor/s.

**F. Internal Auditing Assistant (SG-8)**

1. Under immediate supervision, assists internal auditors in the conduct of internal audit;
2. Performs administrative functions for the day-to-day activities of the division; and
3. Performs other tasks that may be assigned by supervisor/s.

**Statistical Methodology Unit (SMU)**

**A. Supervising Statistical Specialist (SG-22)**

1. Conducts methodological and analytical studies for improvement of statistical processes;
2. Reviews research plans, research reports and other outputs prepared by lower level statistical specialists or analysts;
3. Formulates dissemination plan to present key findings of conducted research studies and develops training/workshop plan for the transfer of knowledge on new methodologies/procedures for implementation;
4. Serves as research person during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures;
5. Assists in monitoring periodic accomplishments of the unit and recommends strategies to achieve targets;
6. Supervises the works performed by lower level statistical specialists or analysts and other personnel in the division;
7. Performs other tasks that may be assigned by supervisor/s.

**B. Senior Statistical Specialist (SG-19)**

1. Conducts methodological and analytical studies for improvement of statistical processes;
2. Reviews research plans, research reports and other outputs prepared by lower level statistical specialists or analysts;
3. Formulates guidelines for the preparation of research plan and research report/paper;
4. Serves as research person during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures;
5. Directly supervises the works performed by lower level statisticians; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Statistical Specialist II (SG-16)**

1. Assists in the conduct of methodological and analytical studies for improvement of statistical processes;
2. Prepares dissemination materials to present key findings of conducted research studies, and training/workshop materials for the transfer of knowledge on new methodologies/procedures for implementation;
3. Assists the higher level statistical specialists during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures; and
4. Performs other tasks that may be assigned by supervisor/s.

**D. Administrative Assistant III (SG-9)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning personnel for the unit and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**International Cooperation Unit (ICU)**

**A. Supervising Statistical Specialist (SG-22)**

1. Directly supervises the ICU personnel;
2. Monitors the progress in the implementation of approved plans, programs, activities and makes recommendations;
3. Participates in strategic and operational planning exercises;
4. Initiates the development of procedures, forms and guidelines related to international cooperation;
5. Coordinates the exchange of statistical information with international bodies;
6. Facilitates the nomination of officials and staff in international conferences, meetings or training;
7. Monitors the participation of PSA in official travels abroad;
8. Manages the conduct of study visits;
9. Monitors international engagements of the PSA;
10. Represents the ICU in internal and external meetings; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Senior Statistical Specialist (SG-19)**

1. Formulates/enhances policies and guidelines to monitor PSA's commitments and collaborations;
2. Collaborates with concerned units regarding the conduct of international conferences/seminars of relevant topic to the PSA;
3. Monitors/prepares periodic reports regarding international collaborations entered into by PSA;
4. Monitors implementation of action points contained in international meeting/training;
5. Facilitates/coordinates the hosting of international study visits;
6. Coordinates accomplishment of questionnaires and data requests from international National Statistical Institutes;
7. Facilitates replies to requests for comments from the concerned units;
8. Participates in the dissemination of PSA advocacies to international community;
9. Facilitates/liaise/monitors the travel documents of concerned officials who will be on official travel;
10. Participates in activities related to international statistical frameworks and indicators (e.g. System of National Accounts and System of Environment and Economic Accounting); and
11. Performs other tasks that may be assigned by supervisor/s.

**C. Statistical Specialist II (SG-16)**

1. Formulates/enhances policies and guidelines to monitor PSA's commitments and collaborations;
2. Assists the higher Statistical Specialist in the collaboration with concerned units regarding the conduct of international conferences/seminars of relevant topic to the PSA;
3. Assists in the monitoring and preparation of periodic reports regarding international collaborations entered into by PSA;
4. Assists in the monitoring of the implementation of action points contained in international meeting/training;
5. Facilitates/coordinates the hosting of international study visits;
6. Coordinates accomplishment of questionnaires and data requests from international National Statistical Institutes;
7. Facilitates replies to requests for comments from the concerned units;
8. Participates in the dissemination of PSA advocacies to international community;
9. Facilitates/liaise/monitors the travel documents of concerned officials who will be on official travel;
10. Participates in activities related to international statistical frameworks and indicators (e.g. System of National Accounts and System of Environment and Economic Accounting); and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Administrative Assistant III (SG-9)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning personnel for the unit and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**Legal Service (LS)**

**A. Attorney IV (SG-23)**

1. Formulates and recommends 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;
2. Conducts hearing on cases arising from the violation of laws, office rules and regulations against officials and employees of the office;
3. Prepares, formulates, and submits comments, decisions, rulings or opinions on cases to be submitted to the head of office and/or other affiliate agencies;
4. Represents the office in cases of non-compliance of laws or for violation of CA No. 591 and in all other cases before a judicial or administrative investigating bodies;
5. Prepares the necessary legal documents relating to any judicial hearing of which the office is a party to;
6. Conducts research on pertinent laws, decisions, opinions, etc. applicable and/or related to a particular case;
7. Provides legal assistance to the proper agencies of government regarding statutes affecting civil registry functions;
8. Supervises the legal staff member in the enforcement and execution of law and in directing routinary general office works; and
9. Exercises general supervision over the legal and clerical staff; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Attorney III (SG-21)**

1. Conducts preliminary investigation and prosecutes administrative cases;
2. Evaluates administrative problems and procedures and recommends solutions and/ or alternative methods of procedures;
3. Prepares investigation report for administrative cases;
4. Prepares legal opinion/advice and legal correspondence;
5. Represents the PSA in court hearings and other government agencies with quasi-judicial proceedings;
6. Evaluates contracts, MOA and MOU;
7. Provides substantive and procedural advice within the assigned area and responds to requests for information from constituencies;
8. Conducts researches, interprets, and applies legal principles of the most complex nature within the assigned work area;
9. Stays informed and keeps persons within his/her area of responsibility informed concerning the applicable law, rules, procedures, policies, and practices relating to the functions assigned;
10. Attends legal queries walk-in and phone call;
11. Liaises with Congress and other government agencies; and
12. Performs other tasks that may be assigned by supervisor/s.

**C. Legal Assistant II (SG-12)**

1. Conducts continuing legal and policy research as basis for policy recommendation and/or legal action;
2. Assists the Legal Officer on matters affecting the office; drafts contracts for professional and technical services and other specialized works;
3. Drafts pleading, memoranda, legal precedents relative to the cases under litigation;
4. Drafts reports to the legal officer on such matters and problems requiring further legal study or research;
5. Does research work on the legal matters; and
6. Performs other tasks that may be assigned by supervisor/s.

**D. Legal Assistant I (SG-10)**

1. Assists in drafting of letters, memorandum, formal charge, contract, pleading, decision, and other legal matters;
2. Assists in conducting investigation of administrative cases;
3. Reviews petition for correction of clerical error and/or change of first name under RA 9048;
4. Conducts legal research; and
5. Performs other tasks that may be assigned by supervisor/s.

**E. Administrative Assistant III (SG-9)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Takes dictations & transcribes shorthand notes;
3. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
4. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
5. Types correspondence, reports and others;
6. Keeps calendar of appointments of the Director;
7. Serves as the requisitioning officer for the Office of the Legal Service and takes charge of the supplies; and
8. Performs other tasks that may be assigned by supervisor/s.

**Planning and Management Service (PMS)**

**A. Planning Officer IV (SG-22)**

1. Consolidates and prepares Agency Performance Measures, Quarterly Performance Targets, Agency Performance Targets, Agency Performance Reports and Accomplishment Reports to be submitted to NEDA, COA and DBM;
2. Coordinates and provides technical support in the conduct of PSA internal planning workshops, Executive Committee Meetings, Management Committee Meetings, Middle Managers Meetings;
3. Prepares guidelines on the conduct of planning workshops;
4. Monitors the submission of Office Performance and Commitment Review (OPCR) and schedules the review and evaluation of Office Commitments and Accomplishments by the Performance Management Team (PMT); and
5. Performs other tasks that may be assigned by supervisor/s.

**B. Board Secretary III (SG-20)**

1. Prepares preliminary drafts of resolutions, motions and other documents reflecting official action of the Board, and supervises the dissemination of decisions of the Board to officials concerned;
2. 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;
3. Coordinates with various staff offices/units of the PSA and other agencies and assists in the preparation of briefs and other papers and comments for action by and/or information of the Board;
4. Examines requests for reconsideration of actions taken; obtains the comments and recommendations thereon of staff offices/units concerned and prepares briefs of position papers thereon;
5. Gathers, compiles and analyzes data and other information as may be required by the National Statistician;
6. Maintains data bank of PSA Resolutions and PSA Memo Circulars; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Provides technical support in Planning and Budgeting process as may be required and needed by concerned units;
2. Monitors the progress in the implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success;
3. Provides assistance in the preparation of budget related documents;
4. Monitors monthly and quarterly budget performance in coordination with Budget Division;
5. Provides technical support in enhancing Internal Control;
6. Prepares the consolidated annual, monthly and other reports per annual physical plan, both for internal and external use;
7. Assists in the formulation of strategic, long-term and annual plans and programs for the PSA;
8. Coordinates Central Office and National Office events such as Central Office Planning Workshop and National Planning Workshop and other events as may be required;
9. Assists in the preparation of plans and schedules of Services and Regional Offices through Central and National Planning Workshops;
10. Directly supervises the work performed by lower level staff and other personnel as assigned and necessary;
11. Collaborates with the Knowledge Management and Coordination Division (KMCD) with respect to relevant PMS publications;
12. Provides supervision and leadership to PMS Secretariat Function except for the PSA Board Secretariat; and
13. Performs other tasks that may be assigned by supervisor/s.

**D. Planning Officer III (SG-18)**

1. Participates in the formulation, monitoring and assessment of annual and long term plans of the office, initiates improvements in the office procedures and policies;
2. Assists in the preparation of procedures for the planning workshops, instruments to be used for planning, and prepares budget estimates for various planning activities;
3. Prepares annual, quarterly, monthly and other related reports on the status and accomplishments and censuses, surveys, researches and other projects of the office;
4. Assists in the preparation of the work program of the office and coordinates the implementation of projects in the field offices; and
5. Performs other tasks that may be assigned by supervisor/s.

**E. Board Secretary II (SG-17)**

1. Prepares preliminary drafts of resolutions, motions and other documents reflecting official action of the Board;
2. 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;
3. Assists in coordinating with various staff offices/units of the PSA and other agencies and assists in the preparation of briefs and other papers and comments for action by and/or information of the Board;
4. Gathers; compiles and analyzes data and other information as may be required by the National Statistician;
5. Maintains data bank of PSA Resolutions and PSA Memo Circulars; and
6. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Specialist II (SG-16)**

1. Reviews Office Performance Commitment Report of Regional Offices/Central Office Service OPCRs (looking at its appropriateness in terms of do-ability, alignment to organizational performance objectives and targets, strategic plans and Major Final Output and Outcome objectives;
2. Maintains records and logs for OPCR;
3. Provides assistance in the coordination of special events/as reflected in the Calendar of Non-Negotiable events/activities;
4. Provides technical support to Planning Workshops of PSA Units and groups;
5. Monitors progress and compliance to Quality Management Systems;
6. Assists in the coordination of ad hoc committees formed/organized by PMS;
7. Assists in the drafting and write-up of PMS and agency annual and quarterly reports;
8. Provides support to secretariat functions of PMS; and
9. Performs other tasks that may be assigned by supervisor/s.

**G. Planning Officer II (SG-15)**

1. 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;
2. Prepares annual, quarterly, monthly and other related reports on the status and accomplishments of censuses, surveys, researches and other projects of the office; and
3. Performs other tasks that may be assigned by supervisor/s.

**H. Planning Officer I (SG-11)**

1. Prepares and designs layout of different PSA promotional / advocacy materials:
   * PSA Brochure / Primer, Popcen promo materials, tarpaulin designs for PSA special activities, programme and invitation letter design and layout, certificate designs, powerpoint presentations;
2. Assists in providing secretariat services (Directors Conferences, CO Planning Workshop, National Planning Workshop and Field Awards Night);
3. Participates in activities of TWG, core, task force and other activities (conferences, workshops and trainings); and
4. Performs other tasks that may be assigned by supervisor/s.

**I. Administrative Assistant III (SG-9)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning personnel for the unit and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**Production Accounts Division (PAD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the units/teams of the division;
2. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division;
3. Supervises the implementation of the units work program;
4. Assists in the preparation of the work and financial plan of the division;
5. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
7. Prepares specifications for the design of data processing, tabulations and metadata;
8. Performs review and validation of results of data collection and compilation activities;
9. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Processes survey data/admin-based data including checking completeness and consistency: and
8. Performs other tasks that may be assigned by supervisor/s.

**Expenditure Accounts Division (EAD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical activities on the expenditure accounts of the Philippine System of National Accounts (PSNA);
2. Oversees the implementation of statistical data collection, estimation, compilation, review and validate related to expenditure accounts of the PSNA;
3. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
4. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of statistical activities in relation to the production accounts of the PSNA;
5. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Evaluates and recommends capacity building plans of the division;
9. Leads in the provision of technical and administrative support to the Inter-Agency Committee/Technical Working Groups/Task Forces assigned to the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of expenditure accounts of the PSNA;
2. Leads in the preparation of the conduct of statistical activities of the division including joint research projects with local and foreign agencies;
3. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter;
4. Reviews and evaluates technical reports and papers;
5. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Assists in the preparation of the work and financial plan of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as coordinator in surveys and/or researches conducted by the division;
5. Prepares specifications for the design of data processing. tabulations and metadata;
6. Performs review and validation of results of data collection and compilation activities; and
7. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Gathers information as inputs for the preparation of reports;
4. Prepares drafts of statistical reports;
5. Organizes and updates databases of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Processes survey data/admin-based data including checking completeness of data; and
8. Performs other tasks that may be assigned by supervisor/s.

**Integrated Accounts Division (IAD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards. guidelines and systems relative to the conduct of statistical activities on the production accounts of the Philippine System of National Accounts (PSNA);
2. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the units/teams of the division;
2. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division;
3. Assists in the preparation of the work and financial plan of the division;
4. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
5. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Prepares specifications for the design of data processing, tabulations;
7. Performs review and validation of results of data collection and compilation;
8. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
9. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates. compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as coordinator in surveys and/or researches conducted by the division;
5. Prepares specifications for the design of data processing, tabulations and metadata;
6. Performs review and validation of results of data collection; and compilation activities; and
7. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Reviews, processes. and tabulates statistical data;
2. Prepares survey instruments for the conduct of statistical activities;
3. Gathers information as inputs for the preparation of reports;
4. Prepares drafts of statistical reports;
5. Organizes and updates databases of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Collects and compiles statistical data;
4. Maintains the statistical data files of the unit/division;
5. Gathers information as inputs for the preparation of reports;
6. Assists in the organization and updating of databases of the division;
7. Assists in the preparation of statistical reports;
8. Monitors submission of field reports;
9. Processes survey data including checking completeness and consistency; and
10. Performs other tasks that may be assigned by supervisor/s.

**Satellite Accounts Division (SAD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical activities on the economic indicators and satellite accounts of the Philippine System of National Accounts (PSNA);
2. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to economic indicators and satellite accounts of the PSNA;
3. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
4. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of statistical activities in relation to the economic indicators and satellite accounts of the PSNA;
5. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Evaluates and recommends capacity building plans of the division;
9. Leads in the provision of technical and administrative support to the Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical activities on the satellite accounts of the Philippine System of National Accounts (PSNA);
2. Monitors the activities and deliverables of the division and makes recommendations for improvement;
3. Prepares budgetary and other resource requirements of statistical operations;
4. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
5. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of economic indicators and satellite accounts of the PSNA;
2. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign agencies;
3. Leads in the generation, compilation, consolidation and Updating of statistics/indicators on the assigned subject matter; and
4. Reviews and evaluates technical reports and papers;
5. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Assists in the preparation of the work and financial plan of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Gathers information as inputs for the preparation of reports;
4. Prepares drafts of statistical reports;
5. Organizes and updates databases of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Processes survey data/admin-based data Including checking completeness and consistency; and
7. Performs other functions that may be assigned by supervisor/s.

**Agricultural Accounts Division (AAD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical activities on agricultural accounts and indicators;
2. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to agricultural accounts and indicators;
3. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
4. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of statistical activities in relation to agricultural accounts and indicators;
5. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Evaluates and recommends capacity building plans of the division;
9. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
2. Monitors the activities and deliverables of the division and makes recommendations for improvement;
3. Prepares budgetary and other resource requirements of statistical operations;
4. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
5. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division;
2. Supervises the implementation of the unit's work program;
3. Assists in the preparation of the work and financial plan of the division;
4. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
5. Leads in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Prepares specifications for the design of data processing, tabulations and metadata;
7. Performs review and validation of results of data collection and compilation activities;
8. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
9. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Processes survey data/admin-based data Including checking completeness and consistency; and
8. Performs other functions that may be assigned by supervisor/s.

**Environment and Natural Resources Accounts Division (ENRAD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical activities on environment statistics / accounts and related indicators;
2. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to environment statistics / accounts and related indicators;
3. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
4. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of statistical activities in relation to the environment statistics and accounts and related indicators;
5. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Evaluates and recommends capacity building plans of the division;
9. Leads in the provision of technical and administrative support to the Inter-Agency Committees/Technical Working Groups/Task Forces assigned to the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Conducts methodological and analytical studies for improvement of statistical processes;
2. Reviews research plans, research reports and other outputs prepared by lower level statistical specialists or analysts;
3. Formulates dissemination plan to present key findings of conducted research studies and develops training/workshop plan for the transfer of knowledge on new methodologies/procedures for implementation;
4. Serves as research person during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures;
5. Assists in the monitoring periodic accomplishments of the unit and recommends strategies to achieve targets;
6. Supervises the works performed by lower level statistical specialists or analysts and other personnel; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the unit/team of the division;
2. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of environment statistics environmental accounts and related indicators;
3. Leads in the preparation of the conduct of statistical activities of the division including joint research projects with local and foreign agencies;
4. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter;
5. Reviews and evaluates technical reports and papers;
6. Leads in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
7. Assists in the preparation of the work and financial plan of the division; and
8. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division; and
4. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Processes survey data/admin-based data Including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**Economic Sector Statistics Service (ESSS)**

**A. Administrative Assistant III (SG-9)**

1. Keeps and maintain all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning officer for the department and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**B. Administrative Aide IV (SG-4)**

1. Drives office vehicle assigned to the Assistant National Statistician (ANS) when attending meeting and official business;
2. Maintains the cleanliness of the office vehicle;
3. Sees to it that the vehicle assigned is in top condition; and
4. Performs other tasks that may be assigned by supervisor/s.

**Price Statistics Division (PSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on price surveys and generation of various price indices;
2. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews and validates results of price reports and tables as to their reliability and consistency;
2. Reviews reports for national data review for agricultural commodities and other price;
3. Reviews price indices and indicators compiled and generated for the producer price index for agriculture;
4. Drafts statistical reports on farm prices and indicators;
5. Undertakes consultations on consistency and validity of price data a id production by commodity group with the RSSO representatives during the conduct of National Data Review workshop for agricultural commodities;
6. Assists in the preparation of various administrative reports of the division;
7. Performs other functions as may be directed be the immediate;
8. Reviews prices from ICP surveys and assists in attending to various requirements for the ICP;
9. Assists in the coordination and provision of technical and administrative support to the Inter-Agency Committee on Price Statistics as the need arises;
10. Leads in the various works in the rebasing of producer price index or agriculture and retail price index;
11. Assists in the identification of d data gaps, issues and problems and leads in the preparation of activities in price statistics for the PSDP; and
12. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Performs review and validation of results of data collection and compilation activities;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data;
6. Prepares specifications for the design of data processing, tabulations and metadata;
7. Serves as field coordinator in surveys and researches conducted by the division;
8. Prepares various summary tables;
9. Drafts memoranda, letters and other official documents related to the output of the division as directed by the supervisors;
10. Serves as trainor during the conduct of training of price surveys as the need arises;
11. Formats summary reports and statistical tables for uploading at the PSA website;
12. Serves as member of various committees within the PSA and other government agencies; and
13. Performs other functions as may be directed be the immediate supervisor.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports for administrative-based statistics;
2. Processes and tabulates administrative-based statistics;
3. Reviews administrative forms/instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases and reference files of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Processes survey data including checking completeness and consistency;
2. Collects and compiles statistical data;
3. Maintains the statistical data files of the unit/division;
4. Gathers information as inputs for the preparation of reports;
5. Assists in the organization and updating of databases of the division;
6. Assists in the preparation of statistical reports.
7. Monitors submission of field reports; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing, compilation and generation of statistics from administrative-based reports;
2. Updates and maintains various reference files necessary in the processing of import and export trade data;
3. Prepares status report on statistical activities;
4. Proofreads statistical tables generated from the statistical activities and;
5. Summarizes data for accuracy of entries and of totals.
6. Assists in organizing data for tabulation;
7. Analyzes, verifies and edits administrative-based forms;
8. Checks for completeness, consistency and validity of data;
9. Assists the statistical specialists or analysts in organizing data for tabulation and encoding of statistical narrative report;
10. Maintains complete and up-to-date listing of trade statistics data; and
11. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Encodes drafts of various correspondence and reports prepared by the supervisor
2. Performs liaison functions;
3. Provides administrative support to the division;
4. Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various divisions & units; retrieves, cross-checks records for reproduction & authentication;
5. Maintains efficient filing system of administrative documents;
6. Monitors and manages supplies of the division;
7. Sorts, checks active & in-active records/documents for bookbinding and/or disposal;
8. Takes charge in safekeeping & maintenance of personnel records; and
9. Performs other tasks that may be assigned by supervisor/s.

**I. Statistician Aide (SG-4)**

1. Assists in proofreading of statistical tables generated from the statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various report, correspondence prepared, by the supervisor;
4. Assists in performance of liaison function;
5. Assists in the maintenance of an efficient filing system of administrative documents; and
6. Performs other tasks that may be assigned by supervisor/s.

**Services Statistics Division (SSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head and manages the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on non-industrial sectors;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to statistical data of non-industrial sectors;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor standards and relations statistics;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to the Inter- Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the 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;
3. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division;
4. Monitors the activities and deliverables of the division and makes recommendations for improvement;
5. Prepares budgetary and other resource requirements of statistical operations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under her;
2. Makes analysis and write-ups on the results of census/surveys and for publication;
3. Drafts supplementary establishment surveys/census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions;
4. Assists in the review of current questionnaires, concepts and definitions used and recommends improvements or changes taking into account the need for useful and relevant statistics for social and economic development planning;
5. Makes research and studies for technical reports requested by higher officials or for international bodies;
6. Collaborates with the Information Dissemination Section with respect to the publication of the bulletin of the office; assists, develops and directs a program of activities for the collection, compilation analysis and tabulation of data;
7. Recommends and assists in the formulation of adequate statistical standards for the various phases of date of compilation; analysis and tabulation of data;
8. Analyzes statistical data for their timely presentation in the form of statistical releases monographs, reports, etc;
9. Analyzes statistical data for statistical inference estimation and test of significance and other statistical test;
10. Prepares sample survey design, including the preparation of budgetary estimates; studies and evaluates periodic program accomplishments and makes appropriate recommendations;
11. Studies and makes recommendations on the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
12. Prepares annual, monthly and other reports on the activities, status projects, accomplishments, etc.
13. Develops, coordinates and implements the results of research and analytical studies and programs for the development of statistical concepts, definitions, classification system, techniques and standards of data collection, tabulation and publication;
14. Assists in identifying the sources and type of information needed by NEDA and other planning bodies, as well as existing statistical gaps in the present system;
15. Formulates and coordinates work programs and procedure for census and survey operations as well as other project or activities to be undertaken;
16. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the industrial statistics;
17. Acts as supervisor/leader in the units/teams of the division;
18. Supervises the implementation of the unit's work program;
19. Assists in the preparation of the work and financial plan of the division;
20. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
21. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
22. Reviews and evaluates technical reports on survey results and technical papers;
23. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
24. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Serves as Sector Specialist of Financial and Insurance Activities (K) and Administrative and Support Service (N);
2. Generates, analyzes and compiles statistical tables and economic indicators;
3. Prepares Special Releases (SR), brief analysis of publication and other reports and reviews lay-out of SR for web-posting and publication;
4. Reviews, checks and compiles completeness check (CCK), summary file report (SFR), and statistical data files;
5. Prepares edit and table specifications for sectors K and N and tests validation and tabulation program;
6. Prepares manual and questionnaire design for establishment-based surveys;
7. Selects samples for the establishment-based surveys;
8. Serves as trainer during the Task Force, Second and Third Level Trainings and conducts supervision/spot-checking for establishment-based surveys;
9. Prepares statistical disclosure control;
10. Compiles historical/time series data of surveys conducted by the division;
11. Prepares Field Awards Rating for establishment-based surveys;
12. Provides data requests to researchers, clients and stakeholders; and
13. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in the operation of establishment based surveys and activities;
2. Processes survey data including checking of completeness and consistency of the data, imputing non-responding establishments and downloading of financial statements from SEC;
3. Assists in the generation of Sales Index;
4. Assists in the compilation of statistical data files/ tables and economic indicators;
5. Assists in the preparation of statistical reports such as publications and special releases including lay-out of publication and conversion to PDF;
6. Serves as trainer during the 2nd and 3rd Level Trainings and conducts supervision/spot-checking;
7. Monitors submission of field reports;
8. Assists and maintains statistical data files and databases of the division;
9. Prepares lists of establishments for updating the characteristics; and
10. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing administrative-based *I* survey data including checking completeness and consistency;
2. Updates and maintains the list of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities;
5. Provides administrative support to the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**Industry Statistics Division (ISD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in formulating programs for production and data dissemination of economic statistics from establishment and enterprise based surveys and other ad hoc surveys;
2. Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data;
3. Assists in the conduct Technical Committee Meetings of the division; prepare reports;
4. Coordinates the work in the division and consults with other organic units of PSA regarding questionnaire content, format and concepts used and the processing procedures to adopt in survey operations;
5. 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;
6. Reviews statistics produced from censuses and surveys as to precision, consistency and unbiasedness;
7. Prepares budgetary and other resource requirements of statistical operations;
8. Prepares technical and administrative reports on the various censuses and surveys;
9. Conducts training for field and central office personnel on the census/survey/administrative-based concepts and definitions, operations and data processing;
10. Prepares periodic reports on progress of project activities and accomplishment;
11. Prepares workload analysis of the division; and
12. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews statistics produced from domestic and foreign administrative-based records as to accuracy, relevance, reliability and timeliness;
2. Makes analysis and write-ups on the results of domestic and foreign administrative-based data for their timely presentation in the form of press releases, special releases, reports, etc.;
3. 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;
4. 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;
5. Assists in the preparation of plans, schedules and statistical procedures to be followed in the processing and analysis of domestic and foreign administrative-based statistics;
6. Prepares annual, monthly and other reports on the activities, status projects, accomplishments, etc. of the division;
7. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under his supervision; and
8. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Assists the team leader in all establishment-based survey activities for selected major industry group of Manufacturing Sector (Sector C);
2. 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;
3. Assists in the selection of samples for the establishment-based survey;
4. Reviews, checks and analyzes Completeness Check (CCK) of submitted questionnaires and Summary File Report;
5. Compiles exported data files, SFR, CCK, weighted tables , unweighted tables, suppressed, unsuppressed;
6. Generates and analyzes statistical tables including preparation and analysis of YOY growth rates and the computation and analysis of derived indicators;
7. Checks Summary Table (Table 1) vs. Other Detailed Tables;
8. Prepares historical/time series data of surveys conducted by the division;
9. Prepares special releases, brief analysis of publications and other reports and reviews lay-out of special releases for web-posting;
10. Serves as trainer during the Task Force, 2nd and 3rd Level Training and conducts supervision /spot-checking during survey operation;
11. Prepares statistical disclosure control on the final statistical tables; and
12. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists the team leader in the operation of establishment-based survey activities;
2. Assists in the preparation of survey clearance, questionnaire design, operations and data processing manuals, table and edit specifications, budget es4imates including logistic activities such as printing of questionnaires, training supplies, and mailing and shipment of survey materials during preparatory stage of establishment-based surveys;
3. Assists in the compilation of exported data files, SFR, CCK, weighted tables, unweighted tables, suppressed , unsuppressed;
4. Processes and tabulates survey data/admin-based data;
5. Imputes non-responding establishments;
6. Prepares special releases, brief analysis of publications and other reports and reviews lay-out of special releases for web-posting;
7. Updates establishments' characteristics;
8. Serves as trainer during 2nd and 3rd Level Training and conducts supervision /spot‑ checking during survey operation;
9. Prepares meta data of surveys/activities conducted by the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in the operation of establishment-based survey activities;
2. Processes survey data including checking of completeness and consistency of the data, imputing non-responding establishments and downloading of financial statements from SEC;
3. Assists in the compilation of statistical data files/ tables and economic indicators;
4. Assists in the preparation of statistical reports such as publications and special releases including lay-out of publication and conversion to PDF;
5. Assists and maintains statistical data files and databases of the division;
6. Monitors submission of field reports;
7. Updates establishments' characteristics;
8. Serves as trainer during 2nd and 3rd Level Training and conducts supervision /spot‑ checking during survey operation; and
9. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Reviews establishments’ census/survey questionnaires for omission, consistency and reasonableness of data;
2. Undertakes the machine processing of questionnaires, particularly completeness check, ID validation and structural and consistency edit of data;
3. Assists in the preparation of operational manual; specification for machine processing of data; questionnaire design and tabulation formats of data for censuses/surveys of establishments;
4. Undertakes the preliminary analysis of data produced from censuses/surveys of establishments for the industrial sectors; and
5. Assists in the preparatory works for the conduct of establishment/s censuses/surveys of establishments.
6. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Operates computer machines;
2. Types correspondences, reports, policies, directives, circulars, memoranda orders, rules and regulations & information for dissemination to and/or implementation by the various divisions & units; retrieves, cross checking records for reproduction and authentication;
3. Takes charge in safekeeping and maintenance of personnel records;
4. Tabulates statistical data, updates personnel records;
5. Types drafts of various report and correspondence prepared by the supervisor;
6. Sorting, checking active and inactive records/documents for bookbinding and/or disposal; and
7. Performs other tasks that may be assigned by supervisor/s.

**I. Statistician Aide (SG-4)**

1. Provides statistical and administrative support to the division;
2. Encodes drafts of various report, and correspondence prepared by the supervisor;
3. Assists in proofreading of statistical tables generated from the statistical activities;
4. Assists in the maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison functions;
6. Prepares monitoring / status reports with respect to the progress of manual and machine processing of data;
7. Acknowledges e-mails and download data files sent thru emails; and
8. Performs other tasks that may be assigned by supervisor/s.

**Trade Statistics Division (TSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Acts as the technical and administrative head of the division in charge of production and dissemination of administrative-based statistics on foreign and domestic trade;
2. Prepares plans and programs for the collection, compilation and analysis of foreign and domestic statistics;
3. Reviews and evaluates results for consistency and reliability;
4. Recommends and supervises an efficient and effective methods of compilation and data dissemination of administrative-based statistics;
5. Provides technical assistance in studies of methods on collection of administrative-based data; and
6. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Conducts methodological and analytical studies for improvement of statistical processes;
2. Reviews research plans, research reports and other outputs prepared by lower level statistical specialists or analysts;
3. Formulates dissemination plan to present key findings of conducted research studies and develops training/workshop plan for the transfer of knowledge on new methodologies/procedures for implementation;
4. Serves as research person during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures;
5. Assists in monitoring periodic accomplishments of the unit and recommends strategies to achieve targets;
6. Supervises the works performed by lower level statisticians and other personnel; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews statistics produced from domestic and foreign administrative-based records as to accuracy, relevance, reliability and timeliness;
2. Makes analysis and write-ups on the results of domestic and foreign administrative-based data for their timely presentation in the form of press releases, special releases, reports, etc.;
3. 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;
4. 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;
5. Assists in the preparation of plans, schedules and statistical procedures to be followed in the processing and analysis of domestic and foreign administrative-based statistics;
6. Makes research and studies for technical reports requested by higher officials or for international bodies;
7. Prepares annual, monthly and other reports on the activities, status projects, accomplishments, etc. of the division;
8. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel; and
9. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Prepares corresponding accomplishment reports: helps establish training procedures for personnel to be utilized for census, survey and administrative based operations in accordance with Central Office overall plans;
2. Prepares coding and editing instructions and quality control procedures for data processing; recommends types of data to be collected, the concepts and definitions to be used, etc. for greater comparability of data and in order to eliminate overlapping or duplication of activities;
3. Investigates causes of discrepancies of certain data between the PSA's figures and those of other offices and makes recommendations on how discrepancies may be minimized or eliminated;
4. Computes statistical measures for data produced: reviews work methods and level of production established for the various type of work undertaken;
5. Helps institute efficient work methods and devise a system of work allocation to statistical assistants to ensure an equitable distribution of work;
6. Undertakes researches on the type of statistical organization in different subject matter fields including the concepts, definitions, classification systems and methodology used;
7. Conducts study and prepares report on the methods employed, the coverage and the limitations of statistical data produced by the office and those of other statistical agencies in similar fields;
8. Prepares cost estimates, work/load analysis, financial and narrative reports for each survey/project/activity: assists in the field supervision of statistical activities/operations;
9. Assists in the preparation or news updates/releases/publications of produced data; and
10. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports for administrative-based statistics;
2. Processes and tabulates administrative-based statistics;
3. Reviews administrative forms/instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases and reference files of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the of the trade statistics division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the trade statistics division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Assists in the processing of admin-based data including checking completeness and consistency; and
8. Performs other tasks as may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing, compilation and generation of foreign trade statistics from administrative-based reports;
2. Updates and maintains various reference files necessary in the processing of import and export trade data;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Verifies administrative-based forms with respect to omissions, inconsistencies and those with doubtful reasonableness;
2. Edits reject listing and checks for completeness, consistency and validity of data;
3. Tabulates statistical data;
4. Transforms data into numerical codes whenever called for and verify pre-coded entries in the reports that were obtained from administrative-based forms;
5. Assists in the periodic review of all administrative-based forms used for data collection;
6. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report; and
7. Performs other tasks that may be assigned by supervisor/s.

**I. Statistician Aide (SG-4)**

1. Assists in proofreading of statistical tables generated from statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various reports, and correspondence prepared by the supervisor;
4. Assists in maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison works; and
6. Performs other tasks that may be assigned by supervisor/s.

**Crops Statistics Division (CSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Manages the work of the division and serves as the technical and administrative head and manage the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on agriculture and fisheries;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to agriculture and fisheries;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on agriculture and fisheries statistics;
6. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to the Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on agriculture and fisheries;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the agriculture and fisheries statistical system;
2. Supervises the implementation of the unit's work program;
3. Assists in the preparation of the work and financial plan of the division;
4. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
5. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Reviews and evaluates technical reports on survey results and technical papers;
7. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
8. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data;
6. Prepares specifications for the design of data processing, tabulations and metadata;
7. Performs review and validation of results of data collection and compilation activities; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data on crops;
2. Maintains the statistical data files of the crops statistics;
3. Gathers information as inputs for the preparation of reports for crops;
4. Assists in the organization and updating of crops databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Processes survey data/admin-based data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Operates computer machines;
2. Types correspondences, reports, policies, directives, circulars, memoranda orders, rules and regulations & information for dissemination to and/or implementation by the various divisions & units; retrieves, cross checking records for reproduction and authentication;
3. Takes charge in safekeeping and maintenance of personnel records;
4. Tabulates statistical data, updates personnel records;
5. Types drafts of various report and correspondence prepared by the supervisor;
6. Sorting, checking active and inactive records/documents for bookbinding and/or disposal; and
7. Performs other tasks that may be assigned by supervisor/s.

**Livestock and Poultry Statistics Division (LPSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on Agriculture and Fisheries;
2. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to Agriculture and Fisheries;
3. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
4. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor standards and relations statistics;
5. Provides technical assistance within the PSA, other government offices, sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Evaluates and recommends capacity building plans of the division;
9. Leads in the provision of technical and administrative support to the Inter- Agency Committee/Technical Committees/Technical Working Groups/Task assigned to the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on livestock and poultry;
3. Monitors the activities and deliverables of the division and makes recommendations for the improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head office;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the units/teams of Livestock and Poultry Statistics Division (LPSD);
2. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to livestock and poultry;
3. Supervises the implementation of the unit's work program;
4. Assists in the preparation of the work and financial plan of the LPSD;
5. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to LPSD;
7. Prepares specifications for the design of data processing, tabulations and metadata;
8. Performs review and validation of results of data collection and compilation activities;
9. Leads in the generation, compilation, consolidation and updating of statistics/indicators on livestock and poultry; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct surveys and researches and conducts preliminary analysis of the data;
6. Prepares specifications for the design of data processing, tabulations and metadata;
7. Performs review and validation of results of data collection and compilation activities; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports on livestock and poultry;
2. Processes and tabulates survey data/admin-based data on livestock and poultry:
3. Prepares survey instruments for livestock and poultry statistical activities;
4. Gathers information as inputs for the preparation of livestock and poultry reports;
5. Prepares draft livestock and poultry statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data on livestock and poultry;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of livestock and poultry reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of livestock and poultry statistical reports;
6. Monitors submission of field reports on livestock and poultry;
7. Processes survey data/admin-based data including checking the completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking the completeness and consistency of data on livestock and poultry;
2. Updates and maintains the lists of sample households and establishments to be used for data collection activities on livestock and poultry;
3. Prepares status reports on statistical activities on livestock and poultry;
4. Proofreads statistical tables generated from the statistical activities on livestock and poultry; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Takes charge in safekeeping & maintenance of personnel records;
2. Encodes drafts of various correspondence and reports prepared by the supervisor;
3. Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules and regulations and information for dissemination to and or implementation by the various division and units; retrieves, cross checks records for production and authentication;
4. Sorts, checks active and inactive records/documents for bookbinding and/or disposal;
5. Monitors and manages supplies of the division;
6. Provides administrative support to the division;
7. Maintains efficient filing system of administrative documents;
8. Performs liaison functions; and
9. Performs other tasks that may be assigned by supervisor/s.

**Fisheries Statistics Division (FSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head and manage the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on agriculture and fisheries;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to agriculture and fisheries;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor standards and relations statistics;
6. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to the Inter-Agency Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on fisheries;
2. Monitors the activities and deliverables of the division and makes recommendations for improvement;
3. Prepares budgetary and other resource requirements of statistical operations;
4. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
5. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the units/teams of the Fisheries Statistics Division (FSD);
2. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the fisheries statistical system;
3. Supervises the implementation of the unit's work program;
4. Assists in the preparation of the work and financial plan of FSD;
5. Leads in the preparation of survey instruments relative to the conduct of statistical activities of FSD including joint research projects with local and foreign statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to FSD;
7. Prepares specifications for the design of data processing, tabulations and metadata;
8. Performs review and validation of results of data collection and compilation activities;
9. Leads in the generation, compilation, consolidation arid updating of statistics/indicators on the assigned subject matter; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates fisheries statistics/indicators;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the FSD;
3. Assists in the coordination of activities and deliverables of the technical interagency committees assigned to FSD;
4. Serves as field coordinator in surveys and researches conducted by FSD;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data;
6. Prepares specifications for the design of data processing, tabulations and metadata;
7. Performs review and validation of results of data collection and compilation activities; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports of FSD;
2. Processes and tabulates survey data on FSD;
3. Prepares survey instruments for statistical activities related to fisheries;
4. Gathers information as inputs for the preparation of reports of FSD;
5. Prepares drafts of statistical reports of FSD;
6. Organizes and updates databases of FSD; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data on FSD;
2. Maintains the statistical data files of the FSD;
3. Gathers information as inputs for the preparation of reports of FSD;
4. Assists in the organization and updating of databases of FSD;
5. Assists in the preparation of statistical reports of FSD:
6. Monitors submission of field reports on fisheries;
7. Processes fisheries survey data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Takes charge in safekeeping & maintenance of personnel records;
2. Encodes drafts of various correspondence and reports prepared by the supervisor;
3. Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules and regulations and information for dissemination to and or implementation by the various division and units; retrieves, cross checks records for production and authentication;
4. Sorts, checks active and inactive records/documents for bookbinding and/or disposal;
5. Monitors and manages supplies of the division;
6. Provides administrative support to the division;
7. Maintains efficient filing system of administrative documents;
8. Performs liaison functions; and
9. Performs other tasks that may be assigned by supervisor/s.

**Social Sector Statistics Service (SSSS)**

**A. Administrative Assistant III (SG-9)**

1. Keeps and maintain all files (memoranda, correspondence; reports);
2. Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, etc) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring- signature of the ANS (for proper endorsement, certification and attachments);
4. Keeps calendar of appointments of the ANS;
5. Answers telephone calls and entertains follow-ups official documents;
6. Prepare documents for international and domestic travels of the ANS;
7. Prepare vouchers for ANS claims/cash advances;
8. Takes charge in the preparation of the meeting rooms and snacks/meals of the guests of the ANS and takes charge of the maintenance of all equipment and reports breakage or malfunctioning of equipment and property and prepares clerical reports; and
9. Performs other tasks that may be assigned by supervisor/s.

**B. Administrative Aide IV (SG-4)**

1. Drives office vehicle assigned to the Assistant National Statistician (ANS) when attending meeting and official business;
2. Maintains the cleanliness of the office vehicle;
3. Sees to it that the vehicle assigned is in top condition; and
4. Performs other tasks that may be assigned by supervisor/s.

**Income and Employment Statistics Division (IESD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling and programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on labor, family income and expenditure, overseas Filipinos and working children;
2. Serves as the assistant technical and administrative head and manage the work of the division;
3. Monitors the activities and deliverables of the division and makes recommendation for improvement;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Prepares budgetary and other resource requirements of statistical operations; and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
2. Monitors the progress in the implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success;
3. Reviews statistics produced from censuses and surveys as to relevance, reliability and timeliness;
4. Prepares technical and administrative reports on the various censuses and surveys undertaken;
5. Assists in the periodic review of all statistical schedules, questionnaires and forms used for data collection;
6. Assists in the preparation of plans, schedules and statistical procedures to be followed in the collection, processing and analysis of surveys/censuses and other statistical data;
7. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel;
8. Implements a continuing training/updating program on systems being implemented in the division;
9. Makes analysis and write-ups on the results of census, surveys and for publication;
10. Drafts supplementary household survey / census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions; and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Edits, verifies, and analyzes survey reports for accuracy, completeness, and reasonableness;
2. Computes summaries and indicators from data produced from surveys and other projects of the office;
3. Translates literal information to numerical information and vice-versa; reviews work of lower level personnel;
4. Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;
5. 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.;
6. Prepares timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations;
7. Prepares coding and editing instructions and quality control procedures for data processing;
8. Helps establish recruitment and training procedures for field personnel utilized for survey operations;
9. Prepares analysis of data produced from censuses and surveys as to precision, consistency and objectivity;
10. Prepares a timetable of operations for various projects undertaken and makes periodic assessment of performance against targets;
11. Helps train and supervise interviewers in the collection and preliminary processing of data during field operations; and
12. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments/statistical materials for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Assists in the processing of survey data/admin-based data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities;
5. Provides administrative support to the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Provides administrative support to the division;
2. Takes charge in safekeeping & maintenance of personnel records;
3. Monitors and manages supplies and equipment of the division;
4. Maintains efficient filing system of administrative documents;
5. Performs liaison functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**I. Statistical Aide (SG-4)**

1. Assists in proof reading of statistical tables generated from the statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various report, and correspondence prepared by the supervisor;
4. Assists in maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**Labor Standards and Relations Statistics Division (LSRSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on labor relations and standards;
2. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to labor relations and standards;
3. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
4. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor relations and standards statistics;
5. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
6. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
7. Exercises general supervision and evaluates all activities and outputs of subordinates;
8. Evaluates and recommends capacity building plans of the division;
9. Leads in the provision of technical and administrative support to the Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
2. Monitors the activities and deliverables of the division and makes recommendations for improvement;
3. Prepares budgetary and other resource requirements of statistical operations;
4. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of the office;
5. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the labor relations and standards statistical system;
2. Acts as supervisor/leader in the units/teams of the division;
3. Supervises the implementation of the unit's work program;
4. Assists in the preparation of the work and financial plan of the division;
5. Leads in the preparation of survey instruments/statistical materials relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
7. Reviews and evaluates technical reports on survey results and technical papers;
8. Prepares specifications for the design of data processing, tabulations and metadata;
9. Performs review and validation of results of data collection and compilation activities;
10. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments/statistical materials for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Assists in the processing of survey data/admin-based data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities;
5. Provides administrative support to the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**Employment Demand Statistics Division (EDSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head and manage the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand;
3. Oversees the implementation of statistical data collection, estimation, compilation. review and validation related to employment demand;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on employment demand statistics;
6. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to the Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in the planning, organizing, directing, coordinating and controlling, programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand;
2. Monitors the activities and deliverables of the division and makes recommendations for improvement;
3. Prepares budgetary and other resource requirements of statistical operations;
4. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
5. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities; and
6. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Reviews evaluates and analyzes data relative to theories techniques and methodologies for the improvement of the employment demand statistical system;
2. Acts as supervisor/leader in the units/teams of the division;
3. Supervises the implementation of the unit's work program;
4. Assists in the preparation of the work and financial plan of the division;
5. Leads in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
7. Reviews and evaluates technical reports on survey results and technical papers;
8. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
9. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Assists in the processing of survey data/admin-based data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Statistician Aide (SG-4)**

1. Assists in proofreading of statistical tables generated from the statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various report, and correspondence prepared by the supervisor;
4. Assists in maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**Demographic and Health Statistics Division (DHSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head and manage the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to employment demand;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on employment demand statistics;
6. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on poverty, literacy and education;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the units/teams of the division;
2. Reviews, evaluates and analyzes data relative to the theories, techniques andmethodologies for the improvement of the statistical system related to the division;
3. Supervises the implementation of the unit's work program;
4. Assists in the preparation of the work and financial plan of the division;
5. Leads in the preparation of survey instruments relative to the conduct of statisticalactivities of the division including joint research projects with local and foreign statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagencycommittees assigned to the division;
7. Prepares specifications for the design of data processing, tabulations and metadata;
8. Performs, reviews and validates results of data collection and compilation activities;
9. Leads the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Assists in the processing of survey data/admin-based data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and other reasonableness of data;
2. Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas;
3. Assists in organizing data for tabulation and/or the preparation of statistical charts, graphs, and other devices;
4. Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data;
5. Prepares worksheet formats for data compilation and summarization;
6. Sets worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages medians, etc. utilizing established formulas;
7. Helps in the preparation of simple questionnaires in filling up and in pretesting them in the fields; and
8. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report; and
9. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Takes charge in safekeeping & maintenance of personnel records;
2. Encodes drafts of various correspondence and reports prepared by the supervisor;
3. Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various divisions & units; retrieves, cross-checks records for reproduction ,& authentication;
4. Sorts, checks active & in-active records/documents for bookand/or disposal;
5. Monitors and manages supplies of the division;
6. Provides administrative support to the division;
7. Maintains efficient filing system of administrative documents;
8. Performs liaison functions; and
9. Performs other tasks that may be assigned by supervisor/s.

**I. Statistical Aide (SG-4)**

1. Assists in proof reading tables generated from the statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various report, and correspondence prepared by the supervisor;
4. Assists in maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**Poverty and Human Development Statistics Division (PHDSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head and manage the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of studies on poverty, human development, gender and children and SDG statistics;
3. Oversees the implementation of statistical estimation, compilation, review and validation related to poverty, human development, gender and children and SDG statistics;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on poverty, human development, gender and children and SDG statistics;
6. Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the supervisor and/or head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to the Inter Agency Committee/Technical Committees/Technical Working Groups/ Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of studies on poverty, human development, gender and children and SDG statistics;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the supervisor and/or head of office;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Acts as supervisor/leader in the units/teams of the division;
2. Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division;
3. Supervises the implementation of the units work program;
4. Assists in the preparation of the work and financial plan of the division;
5. Leads in the preparation of survey instruments/statistical materials relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies;
6. Leads the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
7. Prepares specifications for the design of data processing, tabulations and metadata;
8. Performs review and validation of results of data collection and compilation activities;
9. Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments/statistical materials for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Collects and compiles statistical data;
2. Maintains the statistical data files of the unit/division;
3. Gathers information as inputs for the preparation of reports;
4. Assists in the organization and updating of databases of the division;
5. Assists in the preparation of statistical reports;
6. Monitors submission of field reports;
7. Assists in processing survey data/admin-based data including checking completeness and consistency; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey/administrative-based data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities;
5. Provides administrative support to the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**H. Statistician Aide (SG-4)**

1. Assists in proofreading of statistical tables generated from the statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various report, and correspondence prepared by the supervisor;
4. Assists in maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**Social Development Statistics Division (SDSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head and manage the work of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to employment demand;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on employment demand statistics;
6. Provides technical assistance within the PSA. other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Serves as the assistant technical and administrative head of the division;
2. Assists in the planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on social development sector;
3. Monitors the activities and deliverables of the division and makes recommendations for improvement;
4. Prepares budgetary and other resource requirements of statistical operations;
5. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
6. Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
2. Monitorsthe progress in the Implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success;
3. Reviews statistics produced from censuses and surveysas to relevance, reliability and timeliness;
4. Prepares technical and administrative reports on the various censuses and surveys undertaken;
5. Assists in the periodic review of all statistical schedules, questionnaires and forms used for data collection;
6. Identifies sources of information coverages, time references, basis of calculation, adjustments and qualifications for their use;
7. Prepares the annual, monthly and other reports of the Division;
8. Assists in the preparation of plans, schedules and statistical procedures to be followed in the collection, processing and analysis of surveys/censuses and other statistical data;
9. Helps institute efficient work methods and establish productions levels for the various types of work undertaken and devises system of work allocation to ensure equitable distribution of work within target periods;
10. Undertakes joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
11. Implements a continuing training/updating program on systems being implemented in the Division; and
12. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data;
6. Prepares specifications for the design of data processing, tabulations and metadata;
7. Performs review and validation of results of data collection and compilation activities; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments/statistical materials for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in undertaking researches by the subject matter fields on the types of data recommended for international, national, and regional compilation, including the coverage and scope and the concepts and definitions used to ensure comparability of data;
2. Reviews edited census and survey schedules, questionnaires, forms, and documents for omission, consistency, and reasonableness of entries;
3. Undertakes the computation of statistical measures and indices for data produced from censuses, surveys, and other projects of the office;
4. Assists in the preparation of census schedules, questionnaires, and corresponding instructions;
5. Undertakes pretests and pilot census to finalize the questionnaires and field instructions;
6. Prepares statistical tables/summary/analyzes in preparation for publications/news updates/releases;
7. Prepares correspondence and other administrative functions, such as preparation of annual. quarterly, monthly and other reports of the division; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in processing survey data including checking completeness and consistency;
2. Updates and maintains the lists of sample households and establishments for data collection activities;
3. Prepares status reports on statistical activities;
4. Proofreads statistical tables generated from the statistical activities; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning officer for the department and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**I. Statistical Aide (SG-4)**

1. Assists in proof reading statistical tables generated from the statistical activities;
2. Provides administrative support to the division;
3. Encodes drafts of various report, and correspondence prepared by the supervisor;
4. Assists in maintenance of an efficient filing system of administrative documents;
5. Assists in the performance of liaison functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**Population Housing Census Division (PHCD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Plans, assigns, coordinates, and recommends work programs and procedures for the processing of census data; coordinates and assists in formulating programs; and develops policies for the production of statistics and for data dissemination;
2. Assists and coordinates with the National Economic and Development Authority and other government agencies and business groups in identifying required statistics;
3. Coordinates the work in the Division and consults with subject matter specialists and the divisions under the Information Technology and Dissemination Service regarding questionnaire content, formats, and concepts used, and the processing procedures to adopt in census operations;
4. Supervises the preparation of technical and administrative reports on the censuses and reports undertaken/ prepared by the Division;
5. Prepares population-related studies and analytical papers in support of government planning;
6. Assists, plans, develops, and directs a program of activities for the collection, compilation, analysis, and tabulation of census data and in connection with the preparation of population-related studies and analytical papers;
7. Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation and for uniformity and comparability of data;
8. Assists in identifying the sources and types of information needed by planning bodies, as well as existing statistical gaps in the present system;
9. Reviews periodically all statistical schedules, questionnaires, and forms used for data collection and makes necessary recommendations for improvements;
10. Reviews budgetary and other resource requirements of statistical operations;
11. Undertakes a program of research and analytical studies for the development and improvement of statistical concepts and definitions;
12. Assists in the general planning and conduct of censuses;
13. Prepares technical and administrative reports on censuses;
14. Serves as representative to Inter-Agency Task Force for integration and coordination of statistical activities;
15. Reviews statistics produced from censuses as to precision, consistency, and unbiasedness;
16. Undertakes joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
17. Studies and evaluates program accomplishments periodically and makes appropriate recommendations;
18. Draws up a plan for training/updating personnel of the Division on systems being implemented; and
19. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Prepares census plans including the budgetary estimates, household census questionnaires (including administrative forms), defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions;
2. Prepares technical and administrative reports on the census undertaken, such as Special Releases and Bulletin;
3. Assists in the analysis and write-ups on the results of census and for publication;
4. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel;
5. Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
6. Monitors the progress in the implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success;
7. Reviews statistics produced from census as to relevance, reliability and timeliness;
8. Reviews the annual, quarterly, monthly and other reports of the division;
9. Undertakes joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
10. Collaborates with the Knowledge Management and Communication Division (KMCD) with respect to the publication of the bulletin of the office; assists, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data; and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Prepares technical and administrative reports on the various censuses and surveys undertaken, such as Special Releases and Bulletin (analysis and write ups on the results of census);
2. Supports in reviewing statistics produced from censuses and surveys as to relevance, reliability and timeliness;
3. Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
4. Assists in monitoring the progress in the implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success;
5. Prepares all statistical schedules, questionnaires and forms used for data collection;
6. Prepares household census questionnaires including administrative forms, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions;
7. Prepares the annual, quarterly, monthly and other reports of the division;
8. Assists in undertaking joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
9. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under her;
10. Collaborates with the Knowledge Management and Communication Division (KMCD) with respect to the publication of the bulletin of the office; assists, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data; and
11. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Supports in reviewing statistics produced from censuses and surveys as to relevance, reliability and timeliness;
2. Assists in the preparation of technical and administrative reports on the various censuses and surveys undertaken;
3. Assists in the preparation of all statistical schedules, questionnaires, forms and field instructions used for data collection;
4. Reviews edited census and survey schedules, questionnaires, forms and documents for omission, consistency and reasonableness of entries;
5. Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases;
6. Assists in undertaking joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
7. Assists in the computation of statistical measures and indices for data produced from censuses, surveys and other projects of the office;
8. Undertakes pretests and pilot census to finalize questionnaires and field instructions;
9. Prepares correspondence and other administrative functions, such as preparation of annual, quarterly, monthly and other reports of the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in undertaking researches by the subject matter fields on the types of data recommended for international, national, and regional compilation, including the coverage and scope and the concepts and definitions used to ensure comparability of data;
2. Reviews edited census and survey schedules, questionnaires, forms, and documents for omission, consistency, and reasonableness of entries;
3. Undertakes the computation of statistical measures and indices for data produced from censuses, surveys, and other projects of the office;
4. Assists in the preparation of census schedules, questionnaires, and corresponding instructions;
5. Undertakes pretests and pilot census to finalize the questionnaires and field instructions;
6. Prepares statistical tables/summary/analyzes in preparation for publications/news updates/releases;
7. Prepares correspondence and other administrative functions, such as preparation of annual. quarterly, monthly and other reports of the division; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Examines/verifies the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and other reasonableness of data;
2. Transcribes and summarize data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas;
3. Assists in organizing data for tabulation and/or the preparation of statistical charts, graphs, and other devices;
4. Prepares worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
5. Undertakes pretests and pilot census to finalize questionnaires and instructions to be used in actual census;
6. Prepares worksheet formats for data compilation and summarization;
7. Assists in the preparation/design of census questionnaires including administrative forms to be used in actual enumeration;
8. Assists in the preparation of certificate of population count;
9. Serves as resource person/lecturer in the third and fourth level training including field supervision; and
10. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning officer for the department and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**I. Statistician Aide (SG-4)**

1. Verifies editing of accomplished household schedule and other questionnaires with respect to omissions, inconsistencies and those with doubtful reasonableness;
2. Verifies reject listing and coding of updates of the different censuses and survey questionnaires;
3. Examines data collected from censuses, surveys and other statistical inquiries including those obtained from secondary sources for completeness of reporting;
4. Transforms data into numerical codes whenever called for and verify all pre-coded entries in the reports, schedules and questionnaires accomplished during census and survey operations or those obtain from secondary sources;
5. Assists in the periodic review of all statistical schedules, questionnaires and forms used for data collection; and
6. Performs other tasks that may be assigned by supervisor/s.

**Agriculture and Fisheries Census Division (AFCD)**

**A. Chief Statistical Specialist (SG-24)**

1. Formulates and recommends plans for undertaking of demographic in-depth studies for the improvement of agriculture and fisheries census instruments and methodologies on standard operating procedures used in data collection and analysis; provide overall supervision on the undertaking of agriculture and fisheries census to ensure the accurate results and quality statistics and coordinates all other census operations and other related statistical and technical activities undertaken by the Census and Technical Coordination Office/National Censuses Service;
2. Recommends policies and guidelines for use in the conduct of censuses, estimation of various economic measures to serve more efficiently the requirements of NEDA and other planning agencies;
3. Supervises the preparation of studies and researches on the improvement and development of concepts, definition of terms, classification and coding schemes, questionnaire design for agriculture and fisheries censuses;
4. Recommends and supervises the efficient and effective methods of publication and dissemination of statistics generated from agriculture and fisheries censuses, and other special studies: coordinates the planning of joint projects with other government agencies and international organizations in the conduct of special researches;
5. Attends/represents the division/office in conferences, seminars, and other meetings on topics related to the work at PSA, NEDA and other public and private agencies;
6. Serves as lecturer/trainer during in-service trainings, seminars and statistical operations and coordinates and provides technical assistance in studies of censuses and data collection to government and private clientele; and
7. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Conducts methodological and analytical studies for improvement of statistical processes;
2. Reviews research plans, research reports and other outputs prepared by lower level statistical specialists or analysts;
3. Formulates dissemination plan to present key findings of conducted research studies and develops training/workshop plan for the transfer of knowledge on new methodologies/procedures for implementation;
4. Serves as research person during dissemination of research results and during training/workshop for the transfer of knowledge on new methodologies/procedures;
5. Assists in monitoring periodic accomplishments of the unit and recommends strategies to achieve targets;
6. Supervises the works performed by lower level statisticians and other personnel; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
2. Makes analysis and write-ups on the results of census and for publication;
3. Drafts supplementary household survey/census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions;
4. 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, including their timely presentation in the form of special releases, monographs, reports, etc.;
5. Analyzes statistical data for their timely presentation in the form of special releases, monographs, reports, etc.;
6. Makes research and studies for technical reports requested by higher officials or for international bodies;
7. Assists in undertaking joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
8. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel;
9. Studies and makes recommendations on the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
10. Collaborates with the Knowledge Management and Communication Division (KMCD) with respect to the publication of the bulletin of the office: assists, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data; and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Computes/generates and analyzes agriculture/fishery statistics, summary tables and indicators produced from censuses, surveys and other projects of the division;
2. Prepares press releases. special releases, metadata and publications on agriculture and fishery statistics and reviews technical documents for web-posting;
3. Assists in formulation and implementation of research plans aimed at improving questionnaire design and content, increasing efficiency of data collection and processing, and timeliness of release of census results;
4. Evaluates, reviews and edits processing/tabulation specifications, statistical tables and reports for accuracy. completeness, and reasonableness;
5. Supervises preparation of operational manuals and directs related program of activities for various phases of agriculture/fishery census operations and other projects of the division;
6. Assists in preparation and implementation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy. uniformity and comparability of data;
7. Supervises, assists and reviews work of subordinates;
8. Coordinates with partner agencies. PSA central and field offices, and stakeholders regarding census operations, researches, data requests, and other activities of the division;
9. Prepares periodic reports of project activities, memoranda. letters and other official documents; and
10. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for census schedules, agriculture and fisheries questionnaires and corresponding instructions;
2. Supports in reviewing statistics produced from censuses and surveys as to relevance, reliability and timeliness and prepares statistical tables/summary/analysis in preparation for publication/news updates/releases;
3. Assists in the preparation of plans, schedules and statistical procedures to be followed in the collection, processing and analysis of census and other statistical data;
4. Undertakes pretest and pilot census to finalize questionnaires and field instructions;
5. Prepares the annual, quarterly, monthly and other reports of the division;
6. Prepares correspondence and other administrative functions; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for census schedules, agriculture and fisheries questionnaires and corresponding instructions;
2. Reviews edited census and survey schedules, questionnaires, forms and documents for omission, consistency and reasonableness of entries;
3. Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases;
4. Assists in the institution of efficient methods, establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to ensure equitable distribution of work among them within target periods;
5. Prepares correspondence and other administrative functions; and
6. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Verifies the data collected from censuses for accuracy, consistency, and other reasonableness of data;
2. Summarizes data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas;
3. Assists in tabulation and/or preparation of statistical charts, graphs, and other devices;
4. Prepares worksheets for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
5. Undertakes pretests and pilot census to finalize questionnaires and field instructions; and
6. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Aide VI (SG-6)**

1. Edits data collected from agriculture and fisheries census for accuracy, consistency, and other reasonableness of data;
2. Assists in the preparation/summarization of worksheets for data accuracy, compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
3. Assists in tabulation and/or preparation of statistical charts, graphs, and other devices;
4. Undertakes pretests and pilot census to finalize questionnaires and field instructions; and
5. Performs other tasks that may be assigned by supervisor/s.

**I. Statistician Aide (SG-4)**

1. Assists in the verification of data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy consistency, and other reasonableness data;
2. Assists in summarization of data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas;
3. Assists in tabulation and/or preparation of statistical charts, graphs, and other devices;
4. Assists in the preparation of worksheets for data compilation; performs computation of simple statistical measures such as percentage, ratios, averages, medians etc. Utilizing established formulas;
5. Undertakes pretests and pilot census to finalize questionnaires and field instructions; and
6. Performs other tasks that may be assigned by supervisor/s.

**Service Industry Census Division (SICD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists the Chief Statistical Specialist in the overall supervision on the undertaking of business and industry census and updating of the business register to ensure accurate results and quality statistics; reviews periodically all statistical schedules, questionnaires and forms used for data collection and makes necessary recommendations for improvement;
2. Plans, assigns, coordinates and recommends work programs and procedures for the processing of data from business and industry census and updating of the business register activities; coordinates and assists in formulating programs and develops policies for production of statistics and data dissemination;
3. Reviews statistics produced from censuses/surveys and from the updating of the business register as to precision, consistency and unbiasedness; Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, uniformity and comparability of data;
4. Supervises the preparation of manuals and technical and administrative reports for the business and industry census and updating of the business register activities;
5. Coordinates the work in the division and consults with subject matter specialists, Macroeconomics Accounts Service and other concerned units of the agency regarding questionnaire content, format and concepts used, scope and coverage and the processing procedures to adopt in census/survey and updating of the business register operations;
6. Undertakes a program of research and analytical studies for the development and improvement of statistical concepts and definitions and of survey designs;
7. Serves as lecturer/trainer during in-service trainings, seminars and statistical operations;
8. Serves as representative to Inter-Agency task force for integration and coordination of statistical activities; and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
2. Assists in the preparation of plans, schedules and statistical procedures to be followed in the collection, processing and analysis of surveys/censuses an 1 other statistical data; Assists in the periodic review of all statistical schedules, questionnaires and forms used for data collection; Assist in the preparation of budgetary and other resource requirements of statistical operations;
3. Monitors the progress in the implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success; Helps institute efficient work methods and establish production levels for the various types of work undertaken and devises system of work allocation to ensure equitable distribution of work within target periods;
4. Reviews statistics produced from censuses/surveys and updating of business register as to relevance, reliability and timeliness;
5. Prepares technical and administrative reports on the various censuses/surveys and updating of the business register activities undertaken;
6. Identifies sources of information coverage, time references, basis of calculation, adjustments and qualifications for their use;
7. Assists in the preparation of manuals and reports on the various censuses/surveys, i.e. field operation manual, processing manuals, technical reports, administrative reports and others;
8. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under her;
9. Prepares the annual, monthly and other reports of the division;
10. Assists in the undertaking of joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
11. Implements a continuing training/updating program on systems being implemented in the division; and
12. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Edits, verifies, analyzes census/survey reports for accuracy, completeness, and reasonableness; Translates literal information to numerical information and vice-versa; Analyzes data produced from censuses and surveys as to precision, consistency and objectivity; Computes summaries and indicators from data produced from censuses/surveys and updating of the business register activities;
2. Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;
3. Assists in undertaking researches aimed in increasing the efficiency of data collection, improving the comparability of data, minimizing duplication or overlapping and reducing respondent fatigue; Studies and makes recommendations in the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
4. 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.;
5. Reviews work of lower level personnel; Reviews work methods and level of production established for the various types of work undertaken; Prepares periodic reports on progress of project activities and accomplishment of the division;
6. Plans and develops a program of activities for the collection, compilation, tabulation and analysis of data; Makes researches for improvement and innovations of existing work outputs;
7. Prepares a timetable of operations for various projects undertaken and makes periodic assessment of performance against targets;
8. Assists in the extraction and review of statistical frames;
9. Trains lower level personnel in the computational formula needed for the preparation of the various statistical measures and indices prepared by the office;
10. Helps establish recruitment and training procedures for field personnel utilized for survey operations; and
11. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Edits, verifies, analyzes census/survey reports for accuracy, completeness, and reasonableness, Translates literal information to numerical information and vice-versa; Analyzes data produced from censuses and surveys as to precision, consistency and objectivity; Computes summaries and indicators from data produced from censuses/surveys and updating of the business register activities;
2. Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;
3. Assists in undertaking researches aimed in increasing the efficiency of data collection, improving the comparability of data, minimizing duplication or overlapping and reducing respondent fatigue; Studies and makes recommendations in the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
4. 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.;
5. Generates and reviews statistical tables from the updated business register; Assists in the computation of statistical measures and ratios from the data produced from censuses/surveys and updating of the business register activities;
6. Assists in the verification and review of characteristics of units in the business register and other reference files used in the censuses/surveys and administrative-based statistics;
7. Reviews work of lower level personnel; Reviews work methods and level of production established for the various types of work undertaken; Prepares periodic reports on progress of project activities and accomplishment of the division;
8. Attends to various data requests from different government agencies, business entities and private individuals;
9. Assists in the extraction and review of statistical frame;
10. Helps establish recruitment and training procedures for field personnel utilized for survey operations; and
11. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Edits, verifies, analyzes census/survey reports for accuracy, completeness, and reasonableness; Assists in the analysis of data produced from censuses and surveys as to precision, consistency and objectivity; Computes summaries and indicators from data produced from censuses/surveys and updating of the business register activities;
2. Generates and reviews statistical tables from the updated business register; Assists in the computation of statistical measures and ratios from the data produced from censuses/surveys and updating of the business register activities;
3. Assists in the verification and review of characteristics of units in the business register and other reference files used in the censuses/surveys and administrative-based statistics;
4. Studies and reports on the methods employed and the coverage and limitations of statistical data produced from censuses/surveys and updating of the business register and those of other units of the agency;
5. Undertakes researches on various subject matter including the concepts, definitions, classification system and methodology used;
6. 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 ensure equitable distribution of work among them within target periods;
7. Helps draft format of census and survey schedules and questionnaires and corresponding instructions;
8. Assists in the extraction and review of statistical frame;
9. Helps establish recruitment and training procedures for field personnel utilized for survey operations; and
10. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and other reasonableness of data;
2. Maintains complete and up-to-date listing of establishments and enterprises;
3. Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas;
4. Assists in organizing data for tabulation and/or the preparation of statistical charts, graphs, and other devices;
5. Devices a system of mailing, monitoring of receipt and follow-up program for business and industry census and updating of the business register operations to ensure high response in accordance with national timetable of operations;
6. Sets worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
7. Prepares indices/ratios and other indicators of employment, production, prices, etc.;
8. Helps in the preparation of simple questionnaires in filling up and in pretesting them in the fields; and
9. Performs other tasks that may be assigned by supervisor/s.

**Census Planning and Coordination Division (CPCD)**

**A. Chief Statistical Specialist (SG-24)**

1. Oversees and provides overall supervision of the development and maintenance of sampling frame and the development of master sample design for household based and agriculture and fisheries surveys, and establishment and enterprise based surveys and coordinates all censuses operations, and other related statistical and technical activities undertaken by the Census and Technical Coordination Office I National Censuses Service;
2. Recommends policies and guidelines for use in the conduct of censuses and surveys, estimation of various economic measures and processing of administrative data to enable the division to serve more efficiently the requirements of NEDA and other planning agencies;
3. Supervises the preparation of studies and researches on the improvement, development and operationalization of concepts, definition of terms, classification and coding schemes and questionnaires design for research surveys and censuses, tabulation plans and publication of census/survey results;
4. Recommends and supervises the efficient and effective methods of publication and dissemination of statistics generated from censuses, surveys and other special studies; coordinates the planning of joint projects with other government agencies and international organizations in the conduct of special surveys and researches;
5. Attends conferences, seminars, and other meetings on topics related to the work, representing the division in the PSA, NEDA and other agencies;
6. Serves as lecturer/trainer during in-service trainings, seminars and statistical operations; and coordinates and provides technical assistance in studies of survey methods of data collection to government and private clientele; and
7. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists the Chief Statistical Specialist in the overall technical and administrative supervision in the development of sampling design and frame; maintenance and updating of sampling frame for household-based surveys, agriculture and fisheries surveys, and establishment and enterprise-based surveys. Coordinates with other units within the agency regarding censuses, geospatial frame development from digitized census maps, and generation of list of samples drawn based on the approved design;
2. Reviews, recommends and formulates adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the forms of special releases, press releases, monographs, reports, etc.;
3. Develops, coordinates and implements the results of research and analytical studies and programs for the development of statistical concepts, definitions, classification system, technique and standards of data collection, tabulation and publication;
4. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel; and
5. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist l (SG-19)**

1. Serves as technical lead person in the development and maintenance of sampling frame and the development of master sample design for household-based and agriculture and fisheries surveys, and establishment and enterprise-based surveys and coordinates all censuses operations, and other related statistical and technical activities undertaken by the Census and Technical Coordination Office / National Censuses Service;
2. Collaborates with the Knowledge Management and Communication Division Information (KMCD) with respect to the publication of the bulletin of the office; assists, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data;
3. 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, including their timely presentation in the form of special releases, monographs, reports, etc.;
4. Develops, coordinates and implements the results of research and analytical studies and programs for the development of statistical concepts, definitions, classification system, techniques and standards of data collection, tabulation and publication;
5. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel; and
6. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Acts as supervisor/project team leader in the units of the division;
2. Supervises the implementation of the division's work program;
3. Performs estimation of statistical indicators based on secondary data;
4. Prepares the work plan of the division on the project;
5. Serves as subject matter specialist;
6. Review the technical report; and
7. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Devises the specification for data processing including edits, validation, tabulation, etc.;
2. Prepares and generates statistical output and survey results;
3. Assists in the tasks of the Statistician D;
4. Prepares technical report;
5. Evaluates the statistical output/survey results;
6. Coordinates towards the formulation of policies of statistical programs; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Contributes in the preparation of the necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame and the development of sampling design for household-based and agriculture and fisheries surveys, and establishment and enterprise-based surveys;
2. Provides technical support in the review of statistics produced from censuses and surveys as to relevance, reliability and timeliness;
3. Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases;
4. Provides technical support in the preparation of plans, schedules and statistical procedures to be followed in the collection, processing, analysis of census and other statistical data;
5. Assists in the preparation of the annual, quarterly, monthly and other reports of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Generates statistical reports/tables/standard errors;
2. Gathers information/inputs for the preparation of reports;
3. Drafts analysis or fact sheets and press releases;
4. Organizes and updates databases of the division;
5. Prepares instruction manuals and questionnaires;
6. Coordinates the overall activities of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**H. Statistician Aide (SG-4)**

1. Assists in the preparation of manuals, questionnaires for censuses and surveys;
2. Processes census and survey results and administrative based documents;
3. Collects, compiles and tabulates data specifically for macroeconomic;
4. Acts as trainer/supervisor in the conduct of statistical surveys;
5. Maintains the files of the division;
6. Prepares manuscript publication;
7. Attends to administrative and logistic requirements in terms of coordination and advocacy activities; and
8. Performs other tasks that may be assigned by supervisor/s.

**Statistical Policies and Programs Division (SPPD)**

**A. Chief Statistical Specialist (SG-24)**

1. Plans, coordinates and manages the formulation of appropriate guidelines and criteria for the preparation of sectoral statistical development programs and the integration of all sectoral programs into the Philippine Statistical Development Program (PSDP);
2. Plans, coordinates and manages the preparation of sectoral statistical development programs in collaboration with other Divisions, the preparation of programs for management and coordination of the Philippine Statistical System (PSS) and other PSS ­wide concerns, and the integration of all sectoral programs into the Philippine Statistical Development Program (PSDP);
3. Plans, coordinates and manages the formulation of a PSDP communication plan and the conduct of advocacy workshops on the PSDP;
4. Plans, coordinates and manages the issuance of annual budget call for statistical activities and projects, the consolidation of sectoral budgets into the annual Philippine Statistical System (PSS) budgetary program and the review of appropriations prior to the release of funds by the Department of Budget and Management (DBM) to the implementing units/agencies;
5. Plans, coordinates and manages the setting-up/review of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports, and formulation of recommendations on the implementation of the system of designated statistics;
6. Determines, evaluates, and recommends the statistics to be designated including the agency responsible for its generation;
7. Plans, coordinates and consults with concerned agencies in the Philippine Statistical System (PSS) through the subject-matter interagency committees on matters that need action from the PSA Board through issuance of appropriate policies;
8. Plans, coordinates, manages the preparation of guidelines and monitoring system on the implementation and monitoring of various coordination mechanisms;
9. Plans, coordinates and manages the implementation and monitoring of various coordination mechanisms (interagency committees on statistics, collaboration with other government agencies on their data collection/ production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns);
10. Plans, coordinates and manages the conduct of statistical advocacy activities; identifies new advocacy activities; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Approves/provides edit to advocacy letter on the SSRCS; Approves/provides comment on the review of surveys/censuses; Approves/edits press release on surveys; Lead person in the conduct of bilateral meetings; Approves updated web database;
2. Plans and manages the work of the division on the following:

* Development of statistical standards, techniques and methodologies which will serve as the standard for the uniform reporting, presentation and publication of statistics by all statistical agencies in government;
* Conduct of researches on statistical standards and best practices currently used vis-à-vis international recommendations and accepted practices followed in advance countries in order to formulate proposals to effectuate the government-wide coordination and standard setting responsibilities of the Office;
* Formulation of guidelines and criteria on the development and revision of standard concepts and definitions, standard and scientific statistical methodologies and techniques;
* Formulation of definitions, standard and scientific statistical methodologies and techniques;
* Reviews and evaluates the country's response to international surveys on statistical standards and other similar request by the international organizations;

1. Plans and manages the work of the division on the following:

* Formulation of guidelines for the implementation of the Administrative Records Review and Clearance System;
* Pilot review of administrative records and systems;

1. Plans, implements and manages the compilation of the NQAF for the Philippines; Approves the documentation and other technical reports, response to questionnaires, memoranda directives and other official papers;
2. Prepares draft technical reports, memoranda, directive and other official papers; and
3. Assists in the preparation of the financial, administrative and logistics requirements/funding support for the activities of the Division.
4. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Supervises/Leads the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP);
2. Supervises/Leads the preparation of a program of statistical activities and projects on management and coordination of the Philippine Statistical System (PSS) and other PSS-wide concerns, and the integration of all sectoral programs into the PSDP;
3. Supervises/Leads the preparation of the PSDP communication plan and conduct of advocacy workshops;
4. Supervises/Leads the consolidation of annual sectoral budget, the review of the overall Philippine Statistical System (PSS) budgetary program in coordination with the Department of Budget and Management (DBM) for the release of appropriations to implementing government agencies/units;
5. Supervises/Leads the preparation/review of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports. and formulation of recommendations on the implementation of the system of designated statistics;
6. Leads the evaluation of statistics to be designated including the agency responsible for its generation;
7. Supervises/Leads the overall consultations and coordination with concerned agencies in the PSS through the subject-matter interagency committees on matters that need action from the PSA Board through issuance of appropriate policies; and
8. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Assists in the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP);
2. Consolidates necessary inputs, and assist in the consolidation of sectoral statistical development programs for the PSDP and in the preparation of sectoral programs covering PSS-wide concerns;
3. Consolidates necessary inputs, and assist in the preparation of the PSDP communication plan and conduct of advocacy workshops;
4. Assists in the evaluation and review of the technical aspects and resource requirements of budget proposals and activities involving statistics, submit findings and recommendations;
5. Consolidates necessary inputs and assist in the preparation/review of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports, and formulation of recommendations on the implementation of the system of designated statistics;
6. Assists in the evaluation of statistics to be designated including the agency responsible for its generation;
7. Assists in the overall consultations and coordination with concerned agencies in the PSS through the subject-matter interagency committees on matters that need action from the PSA Board through issuance of appropriate policies;
8. Consolidates necessary inputs, and assist in the preparation of guidelines and monitoring system on the implementation of various coordination mechanisms;
9. Assists in the implementation and monitoring of various coordination mechanisms (interagency committees on statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns;
10. Assists in organizing and conduct of statistical advocacy activities; and
11. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Coordinates the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP);
2. Coordinates the gathering of basic inputs and other materials for the consolidation of sectoral statistical development programs and preparation of program for the management and coordination of the Philippine Statistical System (PSS) and other PSS-wide concerns and then evaluates and analyzes the said inputs and materials;
3. Coordinates the gathering of inputs on the preparation of PSDP communication plans and conduct of advocacy workshops;
4. Maintains, classifies and analyzes the budgetary data, technical aspects and other information pertaining to proposed and approved statistical projects and activities;
5. Coordinates the gathering of inputs for the preparation of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports, and formulation of recommendations on the implementation of the system of designated statistics;
6. Provides the administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation;
7. Provides administrative and logistics requirements in the overall consultation and coordination with concerned agencies in the PSS through the subject-matter interagency committees on matters that need action from the PSA Board through issuance of appropriate policies;
8. Coordinates the gathering of inputs/materials for the formulation/preparation of guidelines and monitoring system on the implementation and monitoring of various coordination mechanisms;
9. Provides administrative and logistics requirements for the implementation and monitoring of various coordination mechanism (interagency committees on statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns);
10. Provides administrative and logistics requirements for the conduct of statistical advocacy activities; and
11. Performs other tasks as may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in the gathering of materials as inputs for the preparation of-guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP);
2. Assists in the evaluation and analysis of materials, documents and other inputs submitted for the integration of the PSDP and preparation of sectoral program for the management and coordination of the Philippine Statistical System (PSS) and other PSS-wide concerns, and prepare reports and tables in desired format;
3. Attends to administrative and logistics requirements for the dissemination of PSDP communication plan and conduct of advocacy workshops (venue, sending/follow up of invites, etc.);
4. Prepares special tables, estimates and reports in accordance with general instructions to serve as basis for action to be taken concerning the programming of resources and the evaluation of proposed budgets for statistical activities and projects;
5. Assists in the gathering of materials as inputs for the preparation of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports, and formulation of recommendations on the implementation of the system of designated statistics;
6. Assists in the provision of administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation;
7. Assists in the provision of administrative and logistics requirements in the overall consultation and coordination with concerned agencies in the PSS through the subject-matter interagency committees on matters that need action from the PSA Board through issuance of appropriate policies;
8. Gathers inputs/materials for the preparation of guidelines and monitoring system on the implementation and monitoring of various coordination mechanisms;
9. Assists in the provision of administrative and logistics requirements for the implementation and monitoring of various coordination mechanisms (interagency committees on statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners international community, private sector on statistical development activities and emerging concerns);
10. Assists in the provision of administrative and logistics requirements for the conduct of statistical advocacy activities; and
11. Performs other tasks as may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in organizing data for tabulation and/or the preparation of statistical charts, graphs; and other devices;
2. Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation;
3. Set worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
4. Edits folios and encodes questionnaires/survey form, checks for completeness, consistency and validity of data;
5. Prepares worksheet formats for data compilation and summarization;
6. Computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas;
7. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs, and similar devices and encoding of statistical narrative report;
8. Performs civil registration functions by providing data needs to the Local Government Units, private entities or NGO's, individuals, etc.;
9. Reviews and tabulates births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General; and
10. Performs other tasks that may be assigned by supervisor/s.

**Statistical Standards Division (SSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the technical and administrative head of the division;
2. Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division;
3. Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to the division;
4. Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
5. Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies in the division;
6. Leads the provision of technical assistance within the PSA, other government offices, private sectors as well as international organizations;
7. Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office;
8. Exercises general supervision and evaluates all activities and outputs of subordinates;
9. Evaluates and recommends capacity building plans of the division;
10. Leads in the provision of technical and administrative support to tie Inter-Agency Committee/Technical Committees/Technical Working Groups/Task Forces assigned to the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Finalizes advocacy letter on the SSRCS; comments on the review of surveys/censuses; press release on surveys cleared: updated web database;
2. Reviews of documentation and other technical reports, response to questionnaires. memoranda, directives and other official papers;
3. Reviews inputs to the training program and tools on quality awareness; on the actions/solutions to the potential problems and identified risk areas;
4. Assists in the planning and coordination in assessing the applicability to local requirements of developments in statistical theory and techniques-,analyzes the validity, comparability and adequacy of current statistical standards and evaluate the conclusion drawn from the data to serve as basis for further action and policy decisions;
5. Assists in the planning, coordination and management of the formulation of definitions, guidelines and criteria on the development and revision of standard concepts and definitions, standard and scientific statistical methodologies and techniques;
6. Assists in the review and evaluation of the country's response to international surveys on statistical standards other similar request by the international organizations;
7. Assists the division chief in the planning, management and coordination of the compilation of the National Quality Assurance Framework (NQAF): work program of the Division involving the development, and implementation of prescribed statistical standards, techniques and methodologies;
8. Assists the division chief in the planning and conduct of the advocacy activities/briefings on the quality concepts and practices;
9. Assists the division chief in the preparation and presentation of the quality assessment and quality program tools on quality awareness;
10. Provides technical inputs in the conduct of bilateral meetings;
11. Reviews the work plan and supervise the lower staff in the preparation for the quality assessment and preparation for the trainings;
12. Reviews the materials for briefing and conduct the briefings/lectures in the absence of the division chief; and
13. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under her;
2. Makes analysis and write-ups on the results of census/surveys and for publication;
3. Drafts supplementary establishment surveys/census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions;
4. Assists in the reviews of current questionnaires, concepts and definitions used and recommends improvements or changes taking into account the need for useful and relevant statistics for social and economic development planning;
5. Makes research and studies for technical reports requested by higher officials or for international bodies;
6. Collaborates with the Information Dissemination Section with respect to the publication of the bulletin of the office; assists, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data;
7. Recommends and assists in the formulation of adequate statistical standards for the various phases of date of compilation: analysis and tabulation of data;
8. Analyzes statistical data for their timely presentation in the form of statistical releases; monographs, reports, etc:;
9. Analyzes statistical data for statistical inference estimation and test of significance and other statistical test;
10. Prepares sample survey design, including the preparation of budgetary estimates; studies and evaluates periodic program accomplishments and makes appropriate recommendations;
11. Studies and makes recommendations on the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
12. Prepares annual, monthly and other reports on the activities, status projects, accomplishments, etc. of the division;
13. Develops, coordinates and implements the results of research and analytical studies and programs for the development of statistical concepts, definitions, classification system, techniques and standards of data collection, tabulation and publication;
14. Assists in identifying the sources and type of information needed by NEDA and other planning bodies, as well as existing statistical gaps in the present system;
15. Formulates program for collecting the necessary data;
16. Assigns and coordinates work programs and procedures for census and survey operations as well as other projects or activities to be undertaken; and
17. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Provides recommendations leading to the update, amendment or revision of the statistical standards and assist in the conduct of researches on improvement of these statistical standards;
2. Undertakes researches on various statistical frameworks recommended for international, national and regional compilation including the coverage and scope and the concepts and definitions used to ensure comparability of data;
3. Reviews surveys/censuses based on sampling design, forms content, table format, statistical outputs, etc. in line with the Statistical Survey Review and Clearance System (SSRCS);
4. Reviews administrative-based records systems in the Philippine Statistical System (PSS) for statistical purposes through the Administrative Records Review and Clearance System (ARRCS); wordings, schedules, questionnaires and formats;
5. Coordinates the conduct of interagency and PSA meetings and forums/workshops aimed at improving the quality of statistical surveys, censuses and administrative-based statistics as well as instituting statistical standards;
6. Reviews PSA Data Archive (PSADA) documentations;
7. Maintains and compiles statistics for the Special Data Dissemination Standards (SDDS) and Core Regional Indicators System (CoRe-Is);
8. Formulates guidelines and instruments for the Data Quality Assurance Framework (DQAF);
9. Prepares correspondences, press releases and other administrative documents;
10. Prepares periodic reports on progress of project activities, accomplishments and budget utilization rate of the division;
11. Makes researches for improvement and innovations of existing work outputs; and
12. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Prepares SSRCS advocacy letter; Review and maintain listing of surveys, censuses and mailing list of agencies; Transmit copies of surveys to relevant divisions and other relevant materials for review and comments: and Follow-up relevant comments of the division for consolidation;
2. Assists in coordinating the inputs from other sectoral divisions in the updating, amending or revising the standard concepts and definitions, statistical methodologies for adoption by all government agencies engaged in statistical operations;
3. Coordinates the compilation, reviews and evaluates the basic technical materials required in the development of standard concept and definitions and methodologies;
4. Coordinates the gathering of basic technical materials and other inputs required in the development of the different statistical standards and procedures essential in the improvement of current sources and methods of government statistics;
5. Coordinates the gathering of basic technical materials and other inputs required in the development of standard concepts and definitions, standard and scientific statistical methodologies and techniques;
6. Assists in the coordination and compilation of inputs to respond to global consultation survey questionnaires;
7. Coordinates the gathering of basic technical materials and other inputs required in the development of the National Quality Assurance Framework (NQAF);
8. Prepares draft technical reports, memoranda, directive and other official papers;
9. Researches on the procedures/staff work and staff time needed for the quality assessment;
10. Researches on the training tools and programs available that are applicable in the PSA offices; Assists in the preparation of the financial requirements/funding support;
11. Assists in the administrative and logistics requirements for any activities of the division; and
12. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Gathers inputs leading to the update, amendment or revision of statistical standards and assists In the conduct of researches on Improvement of these statistical standards;
2. Undertakes researches on various statistical frameworks recommended for International, national and regional compilation Including the coverage and scope and the concepts and definitions used to ensure comparability of data;
3. Helps in the review of surveys/censuses based on sampling design, forms content, table format, statistical outputs, etc. In line with the Statistical Survey Review and Clearance System (SSRCS);
4. Assists in the review of administrative-based records systems In the Philippine Statistical System (PSS) for statistical purposes through the Administrative Records Review and Clearance System (ARRCS);
5. Coordinates the conduct of interagency and PSA meetings and fora/workshops aimed at Improving the quality of statistical surveys, censuses and administrative-based statistics as well as instituting statistical standards;
6. Assists in the review of PSA Data Archive (PSADA) documentations;
7. Assists in the maintenance and compilation of statistics for the Special Data Dissemination Standards (SDDS) and Core Regional Indicators System (CoRe-Is);
8. Prepares correspondences, press releases and other administrative documents; and
9. Performs other tasks that may be assigned by supervisor/s.

**Statistical Classification Division (SCD)**

**A. Chief Statistical Specialist (SG-24)**

1. Overall planning, management and coordination of the work program of the Division involving the development, updating and implementation of prescribed standard statistical classification systems.
2. Formulates and reviews proposed guidelines and criteria; plans, coordinates and reviews prepared technical reports, memoranda, directive and other official papers, assesses the applicability to local requirements/developments in statistical theory and techniques; analyzes the validity, comparability and adequacy of current standard classification systems and evaluate the conclusion drawn from the data to serve as basis for further action and policy decisions.
3. Plans and manages the preparation of the draft classification systems including the conduct of consultation meetings with the academe, industry and product associations and other stakeholders on the proposed amendment and revision of the standard classification systems that will affect their data requirements;
4. Reviews and evaluates the country's response to international surveys on statistical classifications and other similar request by the international organizations;
5. Plans, manages and conducts advocacy seminars on standard classifications for national and local stakeholders to advocate the adoption of standard classification systems subject to availability of funds;
6. Plans, coordinates, prioritizes and provides technical assistance to other government agencies and LGUs;
7. Plans, conceptualizes and sources funds towards the development of the integrated database on standard classification systems to make it more accessible to users and improve the adoption of standard classification systems; and
8. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists the Division Chief in the planning, management and coordination of the work program of the Division involving the development, updating and implementation of prescribed standard statistical classification systems;
2. Assists in the formulation and review of the proposed guidelines and criteria, planning and coordination as well as review of prepared technical reports, memoranda, directive and other official papers, assess the applicability to local requirements/developments in statistical theory and techniques; analyzes the validity, comparability and adequacy of current standard classification systems and evaluate the conclusion drawn from the data to serve as basis for further action and policy decisions;
3. Assists in the planning and management of the preparation of the draft classification systems including the conduct of consultation meetings with the academe, industry and product associations and other stakeholders on the proposed amendment and revision of the standard classification systems that will affect their data requirements;
4. Assists in the review and evaluation of the country's response to international surveys on statistical classifications and other similar request by the international organizations;
5. Assists in the planning, management and conduct of seminars on standard classifications for national and local stakeholders to advocate the adoption of standard classification systems subject to availability of funds;
6. Assists in the planning, coordination and provision of technical assistance to other government agencies and LGUs;
7. Assists in the planning, conceptualization and sourcing of funds towards the development of the integrated database on standard classification systems to make it more accessible to users and improve the adoption of standard classification systems;
8. Assists in the planning, coordination and management of the integrated database on standard classification systems; and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Undertakes a program of research and analytical studies for the development of classification systems and related standard statistical concepts and definitions;
2. Supervises and strategizes the evaluation of international standard classification systems and best practices for possible adoption in the country;
3. Conceptualizes and implements statistical capacity building programs on standard classification systems;
4. Assists in the implementation of research projects with local and foreign statistical and research agencies on standard classification systems that are of interest in national economic development;
5. Implements a continuing revision and updating program on classification systems to make it more relevant;
6. Collaborates with the Information Dissemination Section with respect to the classification publication or development of the on-line database on the new or revised standard classification systems;
7. Monitors the progress in the implementation of approved standard classification systems; identify bottlenecks and makes the necessary recommendations to ensure success;
8. Serves as resource person during trainings on standard classifications;
9. Conceptualizes and supervises the conduct of technical workshops, national dissemination forum as well as public consultation workshops on standard classifications; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter;
2. Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division;
3. Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division;
4. Serves as field coordinator in surveys and researches conducted by the division;
5. Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data; and
6. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists in the preparation of statistical reports;
2. Processes and tabulates survey data/admin-based data;
3. Prepares survey instruments for statistical activities;
4. Gathers information as inputs for the preparation of reports;
5. Prepares drafts of statistical reports;
6. Organizes and updates databases of the division; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Assists in the development of new or revision of existing classifications by identifying new or emerging commodities, industries, or occupations as well as in distinguishing obsolete commodities, industries, and occupations;
2. Undertakes researches on the descriptions of new commodities, industries, occupations and other important concepts that are relevant to the proposed amendment or revision of the classifications;
3. Assists in the drafting/ preparation of proposed national classification systems for review of the interagency Committee on Statistical Standards and Classifications and its technical working groups (TWGs);
4. Assists in the conduct of national dissemination forums and consultation workshops on national standard classification systems;
5. Coordinates TWG and Committee meetings and prepares the supporting materials for these meetings as well as provide logistics support;
6. Assists in the conduct of statistical capacity development activities on standard national classification systems;
7. Coordinates and gathers quarterly updates on the Philippine Standard Geographic Code (PSGC) from source agencies and coordinate posting on the PSA website of the revised PSGC quarterly updates or important web announcements for release; and
8. Performs other tasks that may be assigned by supervisor/s.

**Systems Development Division (SDD)**

**A. Information Technology Officer III (SG-24)**

1. Ensures successful collaboration between SDD, its client subject matter units (SMUs), and other concerned units in survey/census undertakings and in the computerization of other processes in the agency;
2. Exercises supervision and coordination of the work of all teams/personnel in the division;
3. Plans, implements, and/or recommends innovative procedures and techniques for the efficient and effective day-to-day operation in SDD to successfully carry out or even surpass the division's mandated functions;
4. Monitors the progress of the system development and other programs/activities/projects assigned to the division by implementing results-based planning and monitoring systems and tools;
5. Conducts periodic interventions such as coaching and/or mentoring to empower the staff and to keep them engaged for higher productivity;
6. Ensures the realization of the staffs Individual Development Plan (IDP) by and/or recommending capacity-building programs;
7. Provides guidance in the preparation of work plan and budget forecast (activities and forward estimates) of the division;
8. Continually conducts environmental scanning and communicates the latest developments in technology and in other areas such as political, economic, social, legal, and environment that might have impact on ICT, to keep all staff abreast and prepared with emerging trends, challenges and opportunities in the field of ICT;
9. Echoes or cascades acquired knowledge from framings/workshops/study visits/seminars; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Information Technology Officer II (SG-22)**

1. Cooperates and collaborates with the client subject matter units and other concerned units in all phases of survey/census undertakings and computerization of other processes (in-house or outsourced) at the agency to ensure successful completion of the projects;
2. Reviews all system devel6pment required documents (i.e., specifications such as data capture, edit, table, output, etc.);
3. Reviews the System Design and Specification document prepared and submitted by team leaders;
4. Assists the division chief in the supervision and coordination of the work of all teams/personnel in the division;
5. Assists the division chief in planning and implementing procedures and techniques for the efficient and effective day-to-day operation in the division;
6. Assists the division chief in monitoring the progress of the system development and other activities/projects assigned to the division and recommends interventional, corrective, and/or transformational actions if needed;
7. Assists the division chief in developing and recommending capacity-building programs to ensure the realization of the Individual Development Plan (IDP) of the staff;
8. Prepares the work plan, budget and procurement plans;
9. Conducts at least one research on the field of ICT per year and documents and communicates the results to all staff in the division or to other units if required; and
10. Performs other tasks that may be assigned by supervisor/s.

**C. Information Technology Officer I (SG-19)**

1. Supervises and coordinates the work of all personnel assigned within his/her unit;
2. Prepares plans, programs and strategies for the development and implementation of digital mapping systems for censuses and surveys;
3. Develops and recommends agency-wide geographic and mapping-related policies and standards;
4. Develops and implements operational plans for the continuous updating and improvement of digital maps;
5. Supervises and monitors the development of applications that will support the GIS requirements of PSA;
6. Provides technical assistance for digital mapping, GPS, address matching and geo coding, Internet mapping and other map-based services;
7. Services different stakeholders through the provision of its map-related outputs;
8. Prepares and releases GIS-based products like Statistical Atlas, thematic maps, etc.;
9. Conducts research and evaluation of geographic and mapping technologies that may be adopted for the improvement of map-based data products and services;
10. Conducts quality assurance and consolidation, including archiving of map data submitted by PSA field offices;
11. Initializes, proposes new innovation technologies related in maps;
12. Evaluates the individual performance of the unit staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
13. Suggests capacity-building and wellness programs for the unit staff; and
14. Performs other tasks that may be assigned by supervisor/s.

**D. Information Systems Analyst III (SG-19)**

1. Collaborates with the client subject matter units' counterpart in the preparation of the User Specification Document - a requirement in the development of system for survey/census undertakings and for non-survey/census processes at the agency;
2. Prepares the System Design and Specification Document in collaboration with the client subject matter units' counterpart, other concerned units, and system developers (ISA II);
3. Collaborates with the client subject matter unit, other concerned units, and system developers in the testing, implementation, and maintenance of the system;
4. Prepares the Project's Work Breakdown Structure (WBS) and assigns tasks to system developers in his/her team;
5. Reviews the documentation of all modules/programs that the system developers prepared, as to its completeness, clarity, and correctness;
6. Monitors the progress of the development of the modules/programs assigned to system developers in his/her team and conducts mentoring if needed;
7. Conducts researches which may be assigned from time to time and documents and communicates the results to all staff in the division or to other units in the PSA if required; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Information Systems Analyst II (SG-16)**

1. Collaborates with SMU counterpart(s) and with his/her respective SOD team(s) in the preparation of User Specification Documents and System Design and Specification document;
2. Develops the programs/modules assigned, in collaboration with SMU counterpart(s) and with his/her respective SOD team(s);
3. Prepares the detailed documentation of the programs/modules assigned;
4. Performs unit testing of modules/programs developed and/or those developed by ISA I;
5. Assists ISA I in the development of their assigned modules/programs;
6. Assists ISA I in the preparation of the detailed documentation of the assigned programs/modules; and
7. Performs other tasks that may be assigned by supervisor/s.

**F. Information Systems Analyst I (SG-12)**

1. 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;
2. Develops the programs/modules assigned, in collaboration with his/her respective SDD team;
3. Prepares the detailed documentation of the programs/modules assigned;
4. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
5. Participates in the capacity-building and wellness programs of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Assistant II (SG-8)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.);
3. Screens all incoming routine papers requiring signature of the division chief (for proper endorsement, certification and attachments);
4. Keeps calendar of appointments of the division chief;
5. Serves as the requisitioning officer for the division and takes charge of the supplies;
6. Takes charge in the preparation of the meeting rooms and snacks/meals of the guests of the Division Chief and takes charge of the maintenance of all equipment and reports breakage or malfunctioning of equipment and property and prepares clerical reports; and
7. Performs other tasks that may be assigned by supervisor/s.

**System Operations and Infrastructure Division (SOID)**

**A. Information Technology Officer III (SG-24)**

1. Coordinates with Management Committee members;
2. Supervises the work of all units/personnel in the division;
3. Recommends innovative procedures and techniques for the efficient and effective day-to-day operation in the division to successfully carry out or even surpass its mandated functions;
4. Establishes criteria for the recruitment, selection, appraisal and training of personnel and directs the professional development and wellness of the staff;
5. Performs coaching and/or mentoring of division staff with regards to the performance of their assigned tasks;
6. Provides guidance in the preparation of work plan and budget forecast (activities and forward estimates) of the division; assigns and submits work plan and estimated budget;
7. Conducts continually environmental scanning and communicates the latest developments in technology and other areas such as political, economic, social, legal, and environment that might have an impact on ICT, to keep all staff abreast and prepared with emerging trends, challenges and opportunities in the field of ICT;
8. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars;
9. Reports to the ITDS-ANS on the performance of the division; and
10. Performs other tasks that may be assigned by supervisor/s.

**B. Information Technology Officer II (SG-22)**

1. Assists the division chief in coordinating with Management Committee members;
2. Supervises and coordinates the work of all teams/personnel in the division;
3. Plans the development and implementation of innovative procedures and techniques for the efficient and effective day-to-day operation in the division;
4. Recommends capacity-building and wellness programs for the division staff;
5. Evaluates individual performance of the division staff and provides- coaching and/or mentoring with regards to the performance of their assigned tasks;
6. Prepares the work plan, budget and procurement plans;
7. Conducts, evaluates and analyzes feasibility studies and researches on improvement of quality assurance processes;
8. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars; and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Information Technology Officer I (SG-19)**

**(Server and Network Unit)**

1. Supervises and coordinates the work of all personnel assigned within his/her unit;
2. Prepares plans, programs and strategies for the development and implementation of server and network infrastructure management and technical support services;
3. Develops and recommends agency-wide cross-cutting ICT policies and standards;
4. Provides technical assistance to PSA computer users and other similar needs;
5. Undertakes preventive and corrective maintenance of ICT hardware;
6. Reviews and evaluates specifications of ICT-related items and services for procurement and outsourcing;
7. Provides technical assistance to PSA subject matter specialist and clients in defining requirements, preparing and evaluating cross-cutting ICT solutions;
8. Designs and develops hardware and network-related ICT courseware;
9. Defines outsourcing requirements, supervises and evaluates the performance of service providers with respect to the outsourced services relevant to the division's functions;
10. Evaluates the individual performance of the unit staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
11. Suggests capacity-building and wellness programs for the unit staff; and
12. Performs other tasks that may be assigned by supervisor/s.

**(Geospatial Unit)**

1. Supervises and coordinates the work of all personnel assigned within his/her unit;
2. Prepares plans, programs and strategies for the development and implementation of digital mapping systems for censuses and surveys;
3. Develops and recommends agency-wide geographic and mapping-related policies and standards;
4. Develops and implements operational plans for the continuous updating and improvement of digital maps;
5. Supervises and monitors the development of applications that will support the GIS requirements of PSA;
6. Provides technical assistance for digital mapping, GPS, address matching and geo-coding, Internet mapping and other map-based services;
7. Services different stakeholders through the provision of its map-related outputs;
8. Prepares and releases GIS-based products like Statistical Atlas, thematic maps, etc.;
9. Conducts research and evaluation of geographic and mapping technologies that may be adopted for the improvement of map-based data products and services;
10. Conducts quality assurance and consolidation, including archiving of map data submitted by PSA field offices;
11. Initializes, proposes new innovation technologies related in maps;
12. Evaluates the individual performance of the unit staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
13. Suggests capacity-building and wellness programs for the Unit staff; and
14. Performs other tasks that may be assigned by supervisor/s.

**D. Information Systems Analyst II (SG-16)**

1. Provides highlights and updates to all SOlD-related meetings;
2. Researches new technologies in relation to IT operation and infrastructure;
3. Prepares and develop the ISSP and ICT-related operational plans;
4. Establishes policies such as Acceptable Use, Deployment and Obsolescence, PKI. Mapping related, Manuals, Procedures, etc.;
5. Supervises, monitors assigned tasks, assigns position-related tasks to ISA I;
6. Monitors the SOlD financial matters;
7. Leads in preparing Planning Workshop activities;
8. Monitors the implementation of SOlD work programs; and
9. Performs other tasks that may be assigned by supervisor/s.

**(Server and Network Unit)**

**Server Admin**

1. Monitors, manages and maintains SOlD managed-servers;
2. Provide 90% availability of servers to the PSA internal and external clients;
3. Implements plans, programs and strategies for Server and Data Center development;
4. Reviews, evaluates and recommends server and data center specifications for procurement and outsourcing;
5. Establishes, updates, monitors, implements and maintains backups of all SOlD‑ managed servers and Disaster Recovery Plan;
6. Supervises, monitors assigned tasks, assigns position-related tasks to CMTs, ISA Is; and
7. Performs other tasks that may be assigned by supervisor/s.

**Network Admin**

1. Monitors, manages and maintains PSA network;
2. Provides 90% accessibility of PSA network to PSA internal and external clients;
3. Establishes, updates, monitors and implements policy such as Acceptable Use, Deployment and Obsolescence, PKI, etc.;
4. Creates, maintains and updates IT resources, network, support accounts;
5. Implements plans, programs and strategies for network and support development;
6. Reviews, evaluates and recommends IT network specifications for procurement and outsourcing;
7. Establishes, updates, monitors, implements and maintains backup/redundant connectivity;
8. Establishes, updates and maintains video conferencing infrastructure;
9. Guides (Assign specialized task to) CMT II such as monitoring Internet usage and connectivity;
10. Initializes, proposes new innovation technologies related in network administration;
11. Supervises the activities/operation of Support Group staff; and
12. Performs other tasks that may be assigned by supervisor/s.

**(Geospatial Unit)**

1. Monitors and evaluates census mapping activities in the field;
2. Supervises and monitors the works of the Geospatial Mapper Group;
3. Maintains and updates the census map database;
4. Establishes, updates, monitors and implements mapping related policy;
5. Researches and develops applications that will support the GIS requirements of PSA;
6. Reviews, evaluates and recommends mapping hardware and software specifications for procurement and outsourcing;
7. Reviews prepared workloads and budget requirement for census mapping activities; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Computer Maintenance Technician II (SG-15)**

**(Server and Network Unit)**

**Server Admin**

1. Performs server health check of all SOlD managed-servers;
2. Troubleshoots server hardware problems; and
3. Performs other tasks that may be assigned by supervisor/s.

**Network Admin**

1. Monitors and maintains accessibility of network;
2. Prepares IT hardware and software specifications for procurement and outsourcing;
3. Monitors and implements mechanism to monitor the performance of the Support Group staff; and
4. Performs other tasks that may be assigned by supervisor/s.

**F. Information Systems Analyst I (SG-12)**

1. Assists ISA II (Ad hoc) to achieve all its assigned tasks; and
2. Performs other tasks that may be assigned by supervisor/s.

**(Server and Network Unit)**

**Server Admin**

1. Monitors, manages and maintains SOlD managed-servers; and
2. Performs other tasks that may be assigned by supervisor/s.

**(Geospatial Unit)**

1. Reviews and maintains the evaluated maps by the Geospatial Mapper Group;
2. Prepares workloads and budget requirements for all GIS Mapping activities conducted by PSA; and
3. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Assistant II (SG-8)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the division chief (for proper endorsement, certification and attachments);
4. Transcribes all documents such as correspondence, reports, etc., into electronic form;
5. Keeps calendar of appointments of the division chief;
6. Serves as the requisitioning officer for the division and takes charge of the supplies;
7. Takes charge in the preparation of the meeting rooms and snacks/meals for the division;
8. Keeps an inventory of all equipment coming in and out of the division and takes charge of the maintenance of all equipment, reports breakage or malfunctioning of equipment and property; and
9. Performs other tasks that may be assigned by supervisor/s.

**H. JO - Support Group**

1. Provides I.T. support to PSA staff;
2. Troubleshoots and repairs IT equipment and network; and
3. Performs other tasks that may be assigned by supervisor/s.

**I. GeoSpatial Mapper Group**

1. Develops census mapping manuals and materials in accordance to the agreed operational plans with the subject matter division/s;
2. Develops GIS-based products like Statistical Atlas, thematic maps, etc.;
3. Evaluates submitted census maps by Field Offices;
4. Provides technical expertise in relation to GIS related tasks; and
5. Performs other tasks that may be assigned by supervisor/s.

**Systems Quality Assurance Division (SQAD)**

**A. Information Technology Officer III (SG-24)**

1. Coordinates the overall activities of the Division;
2. Provides technical assistance and advice and coordinates with the different services, offices and other agencies;
3. Defines the objectives for the quality assurance functions and develops the sequence of steps, operations, procedures and tasks to accomplish the stated objectives;
4. Provides cost forecast for all activities of the division and prepares and submits budget;
5. Evaluates performance of present equipment and analyzes applicability of new technical developments to recommend the retention or modification of present computer equipment and facilities;
6. Establishes criteria for the recruitment, selection, appraisal and training of personnel and directs professional development staff;
7. Develops the means for evaluating the progress and effectiveness of the quality assurance functions;
8. Reports to top management on the performance of quality assurance functions and development planning; and
9. Performs other tasks that may be assigned by supervisor/s.

**B. Information Technology Officer II (SG-22)**

1. Exercises supervision over and coordinates the work of all personnel assigned to the division;
2. Plans and implements operation procedures and techniques to improve efficiency in the operation of the division;
3. Supervises the development of quality assurance framework, standards and procedures for all information systems including outsourced software;
4. Communicates the test progress, test results and other relevant information to system developers and management;
5. Provides inputs to the work plan, budget and procurement plans, as may be required, to ensure availability and to manage resources of the division;
6. Develops and recommends capacity-building programs of the division staff;
7. Evaluates individual performance of the division staff;
8. Cultivates and disseminates knowledge of quality assurance best practices; and
9. Performs other tasks that may be assigned by supervisor/s.

**C. Information Systems Analyst III (SG-19)**

1. Develops and formulates standards and procedures for the quality assurance of information systems including outsourced software;
2. Participates in the planning and designing of system testing protocols used in the development of information systems and software acquisitions;
3. Assists in the continuous development and maintenance of software, code and documentation repository/for information systems;
4. Provides technical assistance to subject matter divisions in relation to quality standards and processes in the context of systems development including outsourced software;
5. Organizes and prepares documentation including technical descriptions on systems testing, on the adherence to coding and programming standards, and on the validation of accompanying systems documentation and operating manuals;
6. Prepares and submits test plans and scripts for the quality assurance of information systems and outsourced software;
7. Coordinates plans and activities, and conducts the orientation and training of personnel involved in systems development and systems implementation on quality assurance principles and testing processes;
8. Determines project time and cost estimates, risk assessments and evaluates systems testing performance and recommends corrective measures when necessary;
9. Conducts feasibility studies and researches which may be assigned from time to time;
10. Analyzes existing system logic and submits proposals on the revision of logic procedures as necessary;
11. Analyzes test results and prepares report on bugs, errors, configuration issues, and any interoperability flaws; and
12. Performs other tasks that may be assigned by supervisor/s.

**D. Information Systems Analyst II (SG-16)**

1. Assists in the formulation of standards and procedures for the quality assurance of information systems including outsourced software;
2. Assists in the preparation of test schedules and requirements;
3. Implements test plans and procedures for the quality assurance of information systems and outsourced software;
4. Prepares quality assurance documentation and reports by collecting, analyzing and summarizing information and trends including failed processes and corrective actions;
5. Conducts quality assurance and/or quality control related research;
6. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
7. Participates in the capacity-building and wellness programs of the division; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. Information Systems Analyst I (SG-12)**

1. Coordinates with the Information Systems Analyst II regarding the conduct of quality assurance for information systems and outsourced software;
2. Executes test plans and scripts for the quality assurance of information systems and outsourced software;
3. Assists in the preparation of all required documentation and reports of the quality assurance processes;
4. Participates and coordinates in the conduct of capacity-building activities including the implementation of quality assurance programs;
5. Conducts quality assurance and/or quality control related research; and
6. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Assistant II (SG-8)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the division chief (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the division chief;
6. Serves as the requisitioning officer for the division and takes charge of the supplies; and
7. Performs other tasks that may be assigned by supervisor/s.

**Registers and Database Management Division (RDMD)**

**A. Information Technology Officer III (SG-24)**

1. Supervises the overall activities of the division;
2. Provides technical guidance and advice about various concerns on systems registers and database management concerns;
3. Coordinates the activities of the division according to the different systems developed for the statistical and administrative activities of other division in the different services/offices;
4. Leads the development of registers and database management processes for the evaluation of the progress and effectiveness of each statistical and administrative system;
5. Evaluates performance of IT infrastructure (hardware and software) and analyzes applicability of new technical developments;
6. Establishes criteria for the recruitment, selection, appraisal and training of personnel and directs the professional development and wellness of the staff;
7. Performs coaching and/or mentoring of division staff with regards to the performance of their assigned tasks;
8. Provides guidance in the preparation of work plan and budget forecast (activities and forward estimates) of the division; assigns and submits work plan and estimated budget;
9. Conducts continually environmental scanning and communicates the latest developments in technology and other areas such as political, economic, social, legal, and environment that might have an impact on ICT, to keep all staff abreast and prepared with emerging trends, challenges and opportunities in the field of ICT;
10. Ensures customer satisfaction and workgroup productivity as well as a constructive operational environment and positive organizational behavior;
11. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars;
12. Reports to the ITDS-ANS on the performance of the division; and
13. Performs other tasks that may be assigned by supervisor/s.

**B. Information Technology Officer II (SG-22)**

1. Supervises and coordinates the work of all personnel assigned to each unit within the division;
2. Makes an inventory of registers and databases and evaluation of existing (old and new) information registers and databases in all offices/services/divisions/field offices;
3. Plans the development and implementation of operation standards and procedures for all registers and database management and determine the risk assessment;
4. Conducts storage capacity planning and of data holdings and archives;
5. Lends support to various business and technology teams as necessary during design, development, and delivery to ensure solid, scalable, robust solutions;
6. Prepares the work plan, budget and procurement plans;
7. Recommends capacity-building and wellness programs for the division staff;
8. Evaluates individual performance of the division staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
9. Conducts, evaluates and analyzes feasibility studies and researches on improvement of quality assurance processes;
10. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars; and
11. Performs other tasks that may be assigned by supervisor/s.

**C. Information Technology Officer I (SG-19)**

1. Supervises and coordinates the work of all personnel assigned within his/her unit;
2. Makes an inventory and evaluation of existing (old and new) information systems in all offices/services/divisions/field offices;
3. Develops, implements, improves, and maintains database solutions including architectural design and standards for all information systems (in-house and outsourced) including software code, and documentation repository;
4. Develops, implements, improves, and maintains database archival systems and backup strategies;
5. Develops, implements, improves, and maintains strategies in keeping database systems highly available and secure;
6. Monitors and recommends/adjusts server and network configurations affecting database performance;
7. Provides technical assistance to subject matter divisions in relation to database standards and processes in the context of systems development including outsourced software;
8. Prepares documentation including technical descriptions on systems testing, on the adherence to coding and programming standards, and on the validation of accompanying systems documentation and operating manuals;
9. Prepares and submits review and recommendations on database configuration of information systems and outsourced software;
10. Coordinates and conducts the orientation and training of personnel involved in systems development and systems implementation on database management principles and processes;
11. Conducts, evaluates and analyzes feasibility studies and researches on improvement of database management processes;
12. Evaluates the individual performance of the unit staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
13. Suggests capacity-building and wellness programs for the unit staff; and
14. Performs other tasks that may be assigned by supervisor/s.

**D. Information Systems Analyst III (SG-19)**

1. Develops and designs databases and statistical registers;
2. Participates in the planning and designing of databases and statistical registers;
3. Provides technical assistance to the different subject matters section along computerized data processing;
4. Organizes and prepares systems documentation including a narrative description of the design and development of databases and statistical registers;
5. Prepares and submits input preparation manual, computer operations manual, and user’s manual for implementation;
6. Coordinates the programming activities and plans and conducts the training of data processing personnel;
7. Determines projects, time and costs estimates and evaluates systems performance and recommends corrective measure when necessary;
8. Conducts feasibility studies and researchers which may be assigned from time to time; and
9. Performs other tasks that may be assigned by supervisor/s.

**E. Information Systems Analyst II (SG-16)**

1. Assists in the formulation of standards and procedures for the registersand database management;
2. Implements, improves, and maintains database archival systems and backupstrategies;
3. Implements, improves, and maintains strategies in keeping database systems highly available and secure;
4. Prepares documentation and reports by collecting, analyzing and summarizing information and trends including failed processes and corrective actions;
5. Conducts database management, performance, and data security related research;
6. Keeps personal IT skills and knowledge up to date and exploringopportunities for personal growth;
7. Participates in the capacity-building and wellness programs of the division; and
8. Performs other tasks that may be assigned by supervisor/s.

**F. Information Systems Analyst I (SG-12)**

1. Performs data integrity checks on information systems and outsourced software;
2. Assists in the preparation of all required documentation and reports of the division processes;
3. Conducts database management, performance, and data security related research;
4. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
5. Participates in the capacity-building and wellness programs of the division; and
6. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Assistant II (SG-8)**

1. Operates data entry machine to transcribe data from source documents for computerization, source of which were gathered from different censuses and surveys undertaken by the different subject matter division;
2. Verifies encoded data against source documents;
3. Observes and reports to supervisor if the is machine malfunctions; and
4. Performs other tasks that may be assigned by supervisor/s.

**Knowledge Management and Communications Division (KMCD)**

**A. Information Officer V (SG-24)**

1. Supervises the overall activities of the division;
2. Provides technical guidance and advice about the different activities of all the units in terms of information dissemination through printed publications, websites and maintenance of a statistical library;
3. Leads the development of communication and publicity plans for online services and publications for strategic improvement of information dissemination of PSA Products and Services;
4. Evaluates the preparation of publications and online statistical data services to ensure quality and time standards are met;
5. Leads the formulation of information dissemination policies and standards including media relations policies for PSA Products and Services;
6. Establishes criteria for the recruitment, selection, appraisal and training of personnel and directs the professional development and wellness of the staff;
7. Performs coaching and/or mentoring of division staff with regards to the performance of their assigned tasks;
8. Provides guidance in the preparation of work plan and budget forecast (activities and forward estimates) of the division; assigns and submits work plan and estimated budget;
9. Conducts continually environmental scanning and communicates the latest developments in technology and other areas such as political, economic, social, legal, and environment that might have an impact on ICT, to keep all staff abreast and prepared with emerging trends, challenges and opportunities in the field of ICT;
10. Attends to office staff, departmental and committee meetings for the purpose of setting up policies, making plans for census operations, printing of resulting publications, etc.;
11. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars;
12. Reports to the ITDS-ANS on the performance of the division; and
13. Performs other tasks that may be assigned by supervisor/s.

**B. Information Officer IV (SG-22)**

1. Supervises and coordinates the work of all personnel assigned to each unit within the division;
2. Plans and prepares the development of communication and publicity plans for strategic improvement of information dissemination of PSA Products and Services;
3. Reviews, coordinates and communicates the preparation of publications and online statistical data services to ensure quality and time standards are met;
4. Evaluates and recommends information policies and standards including media relations policies and library policies for PSA Products and Services;
5. Reviews and supervises the systematic submission of statistical materials including promotional materials, giving emphasis to priority of releases and recommends corrective measures when necessary;
6. Reviews, evaluates and prepares the work plan, budget and procurement plans;
7. Recommends capacity- building and wellness programs for the division staff;
8. Evaluates individual performance of the division staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
9. Conceptualizes, conducts analysis and recommends innovative approach to improve the dissemination of PSA Products and Services through PSA website, publications and other online statistical data services;
10. Collaborates with other IT divisions for the design, development and maintenance of information systems (e.g. website, portal, intranet)
11. Echoes or cascades acquired knowledge from trainings/workshops/study visits/seminars; and
12. Performs other tasks that may be assigned by supervisor/s.

**C. Information Officer III (SG-18)**

1. Supervises and coordinates the work of all personnel assigned within his/her unit;
2. Plans and prepares the development of communication and publicity plans for strategic improvement of information dissemination of PSA Products and Services;
3. Formulates and recommends information dissemination policies, and standards including media relations policies for PSA Products and Services;
4. Plans, prepares and supervises the systematic submission of statistical materials, giving emphasis to priority of releases;
5. Prepares and validates procedures in the preparation of publications and online statistical data services to ensure quality and time standards are met;
6. Validates and reviews manuscripts (e.g. statistical tables and texts);
7. Designs, develops and coordinates promotional materials and brochures for special events (e.g. exhibits, convention, workshops) including communication media such as infographics and data visualization with other divisions;
8. Provides technical assistance to subject matter divisions in relation to information dissemination of PSA Products and Services (e.g. exhibits, convention, workshops);
9. Provides administrative and technical supervision over functional units engaged in publication, distribution and production of information materials and library activities;
10. Conducts researches and prepares write-ups for the promotion and production of statistical publications and online statistical data services;
11. Assists in the preparation of work programs with emphasis on work schedules, plans and proposals for the improvement of the workflow, facilities and personnel force;
12. Evaluates the individual performance of the unit staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
13. Suggests capacity-building and wellness programs for the unit staff; and
14. Performs other tasks that may be assigned by supervisor/s.

**D. Information Officer II (SG-15)**

1. Assists in the development of communication and publicity plans for strategic improvement of information dissemination of PSA Products and Services;
2. Assists in the formulation of information dissemination policies, and standards including media relations policies for PSA Products and Services;
3. Implements the systematic submission of statistical materials, giving emphasis to priority of releases;
4. Conducts research and updates on all printed publications being released by the division including online statistical data service such as website, portal and intranet;
5. Develops and recommends adequate and effective standards for the various phases of compilation, tabulation and publication of collected data to ensure accuracy, uniformity and timely presentation of the data in the form of reports, books, journals, and other modes;
6. Updates, edits manuscripts;
7. Reviews camera-ready materials prior to transmittal to the printer including copyediting and key marking of manuscripts for typesetting;
8. Checks and approves blueprints and cover proofs before final printing;
9. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
10. Participates in the capacity-building and wellness programs of the division; and
11. Performs other tasks that may be assigned by supervisor/s.

**E. Librarian II (SG-15)**

1. Formulates library policies and establishes rules and regulations;
2. Assists in formulation of information dissemination policies, and standards including media relations policies for PSA Products and Services;
3. Prepares report related to data inquiries and requests, sales and fulfillment of orders for PSA statistical products and services;
4. Implements promotional materials and brochures for special events (e.g. exhibits, convention, workshops) including communication media such as infographics and data visualization with other divisions;
5. Prepares inventory of all the PSA holdings (librarian) documentation of all the PSA Holding including data archive;
6. Supervises the cleaning and the arrangement of the library;
7. Attends to irate clients or researchers;
8. Conducts training institutes for library assistants;
9. Assists in the preparation of work programs with emphasis on work schedules, plans and proposals for the improvement of the workflow, facilities and personnel force; and personnel force;
10. Evaluates the individual performance of the unit staff and provides coaching and/or mentoring with regards to the performance of their assigned tasks;
11. Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth;
12. Participates in the capacity-building and wellness programs of the division; and
13. Performs other tasks that may be assigned by supervisor/s.

**F. Information Officer I (SG-11)**

1. Supervises the preparation of publication materials for printing;
2. Edits and reviews tests, tables and manuscripts;
3. Looks into the appropriateness of all laid out tables as support materials of manuscripts;
4. Coordinates with printing unit or printers on printing matters;
5. Prepares dummy for each publication before printing;
6. Prepares monthly report on work status for publication;
7. Evaluates staff performance of the Unit; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Librarian I (SG-11)**

1. Assists in the formulation of library policies and establishes rules and regulations;
2. Attends to client services related to data inquiries and requests, sales and fulfillment of orders for PSA statistical products and services and updates client/customer and contact information profile;
3. Implements promotional materials and brochures for special events (e.g. exhibits, convention, workshops) including communication media such as Infographics and data visualization with other divisions;
4. Reviews, records and labels current acquisition of publications;
5. Catalogues and classifies books and indexes according to generally accepted systems;
6. Prepares bibliographies and abstracts for eLibrary system;
7. Selects and requisitions books and other library supplies and equipment;
8. Implements the cleaning and the arrangement of the library;
9. Updates eLibrary system from time to time;
10. Uploads online periodicals and indexes periodicals (broadsheets);
11. Participates in the capacity-building and wellness programs of the division; and
12. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Assistant II (SG-8)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the division chief (for proper endorsement, certification and attachments);
4. Types correspondence, reports, communications, and others;
5. Keeps calendar of appointments of the division chief;
6. Serves as the requisitioning officer for the division and takes charge of the supplies;
7. Takes charge in the preparation of the meeting rooms and snacks/meals of the guests of Division Chief and takes charges of the maintenance of all equipment and reports breakage or malfunctioning of equipment and property and prepares clerical reports; and
8. Performs other tasks that may be assigned by supervisor/s.

**I. Assistant Information Officer (SG-8)**

1. Edits manuscripts and prepares textual analysis of tabular data for the reports, books, journals, and other publishing and dissemination modes;
2. Prepares composition specifications of various publications;
3. Proofreads galleys and page proofs;
4. Prepares dummies of publications to guide printers;
5. Assists in the distribution and sale of publications;
6. Determines office printing needs and prepares cost estimates and tables necessary to acquire them; and
7. Performs other tasks that may be assigned by supervisor/s.

**Civil Registration and Central Support Office (CRCSO)**

**Office of the Deputy National Statistician**

**A. Administrative Assistant V (SG-11)**

1. Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, etc) and transmits messages to concerned staff;
2. Keeps and maintain all files (memoranda, correspondence, reports);
3. Screens all incoming routine papers requiring signature of the DNS (for proper endorsement, certification and attachments);
4. Keeps calendar of appointments of the DNS;
5. Answers telephone calls and entertains follow-ups official documents;
6. Prepares documents for international and domestic travels of the DNS;
7. Prepares vouchers for DNS’ claims/cash advances; and
8. Performs other tasks that may be assigned by supervisor/s.

**B. Administrative Assistant III (SG-9)**

1. Acts as the secretary of the Assistant National Statistician;
2. Keeps and maintains all files (memoranda, correspondence, reports);
3. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc) and transmits messages to concerned staff;
4. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
5. Types correspondence, reports and others;
6. Keeps calendar of appointments of the Assistant National Statistician
7. Answers emails; and
8. Performs other tasks that may be assigned by supervisor/s.

**C. Administrative Aide IV (SG-4)**

1. Drives office vehicle assigned to the Assistant National Statistician (ANS) when attending meeting and official business;
2. Maintains the cleanliness of the office vehicle;
3. Sees to it that the vehicle assigned is in top condition; and
4. Performs other tasks that may be assigned by supervisor/s.

**Civil Registration Service (CRS)**

**A. Administrative Assistant III (SG-9)**

1. Acts as the secretary of the Assistant National Statistician;
2. Keeps and maintains all files (memoranda, correspondence, reports);
3. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc) and transmits messages to concerned staff;
4. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
5. Types correspondence, reports and others;
6. Keeps calendar of appointments of the Assistant National Statistician;
7. Answers emails;
8. Takes charge in the preparation of the meeting rooms and snacks/meals of the guest of Director and takes charge of the maintenance of all equipment and reports breakage or malfunctioning of equipment and property and prepares clerical reports; and
9. Performs other tasks that may be assigned by supervisor/s.

**B. Administrative Aide IV (SG-4)**

1. Drives office vehicle assigned to the Assistant National Statistician (ANS) when attending meeting and official business;
2. Maintains the cleanliness of the office vehicle;
3. Sees to it that the vehicle assigned is in top condition; and
4. Performs other tasks that may be assigned by supervisor/s.

**Civil Registration Services Division (CRSD)**

**A. Registration Officer V (SG-24)**

1. Assists the Civil Registrar General in providing technical support and supervision to PSA frontline operations and services;
2. Prepares general plans and programs for the improvement of the civil registration system in the country and the quality of statistics generated from the vital documents;
3. Recommends to Civil Registrar General appropriate actions against violations of the Civil Registry Law and/or irregularities committed by the civil registrars;
4. Drafts memoranda and circulars to carry out the purposes of the Civil Registry Law and other laws on civil registration;
5. Coordinates with the Department of Foreign Affairs, foreign embassies and other government and private agencies on the use of civil registry documents;
6. Acts as trainor during trainings on civil registration;
7. Acts as resource person during seminars and conventions;
8. Represents the Civil Registrar General in any court whenever subpoena duces tecum is issued;
9. Reviews monthly and annual accomplishment reports of each section; Coordinates with PSA field offices on matters pertaining to civil registration;
10. Appraises, reviews, and makes necessary recommendations for annual appropriations requests for the department;
11. Studies and recommends procedures and techniques for more effective civil registration; and
12. Performs other tasks that may be assigned by supervisor/s.

**B. Registration Officer IV (SG-22)**

1. Assists the Civil Registrars in the discharge of the functions relative to the application and enforcement of the Civil Registry Law (Act 3753);
2. Exercises administrative control and supervision over the Civil Registration Coordinating Sections and Archives management Section;
3. Prepares general plan and program for the improvement of the civil registration system of the country and the improvement of the quality and quantity of statistics;
4. Directs and coordinates the functions, activities, and work program of the different sections and unit of the division;
5. Takes appropriate actions on behalf of the Civil Registrar General and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrar's;
6. Examines and signs all certifications and communications pertaining to civil registration; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Registration Officer III (SG-18)**

1. Supervises the day to day operations of the unit;
2. Plans, develops and directs a program of activities for the attainment of the required performance indicators;
3. Assists in the preparation of civil registration policies, manual of instructions, implementing rules and regulations of new civil registration laws;
4. Assists the Civil Registrar General in providing technical support and supervision to PSA frontline operations and services;
5. Prepares general plans and programs for the improvement of the civil registration system in the country and the quality of statistics generated from the vital documents;
6. Drafts memoranda and circulars to carry out the purposes of the Civil Registry Law and other laws on civil registration;
7. Coordinates with the Department of Foreign Affairs, foreign embassies and other government and private agencies on the use of civil registry documents;
8. Acts as trainor during trainings on civil registration;
9. Acts as resource person during seminars and conventions;
10. Represents the Civil Registrar General in any court whenever subpoena duces tecum is issued;
11. Reviews monthly and annual accomplishment reports of each section; Coordinates with PSA field offices on matters pertaining to civil registration;
12. Appraises, reviews, and makes necessary recommendations for annual appropriations requests for the department;
13. Studies and recommends procedures and techniques for more effective civil registration; and
14. Performs other tasks that may be assigned by supervisor/s.

**D. Registration Officer II (SG-14)**

1. Supervises and monitors the day to day operations of the unit/serbilis outlets engaged in the receipt and control, screening, evaluation of civil registry documents, data encoding, processing of requests and archiving;
2. Assists the Registration Officer Ill in the supervision of units responsible for the annotation and data conversion;
3. Signs certifications and authenticates certified copies of requested civil registry documents;
4. Reviews and countersigns processed petitions;
5. Acts as Vault Officer of the Metro Manila serbilis outlets, if needed;
6. Coordinates with the Vital Statistics Division in editing and cleaning the record lists;
7. Acts as resource speaker and trainor during trainings on civil registration and vital statistics as need arises
8. Prepares accomplishment reports of the unit and Individual Performance Ratings of employees under the unit
9. Assists in the screening of applications for the Certificate of Registration and Authority to Solemnize Marriage (CRASM) including status reports
10. Drafts communications on civil registry matters;
11. Attends and acts to queries and concerns of clients through phone; and
12. Performs other tasks that may be assigned by supervisor/s.

**E. Registration Officer I (SG-10)**

1. Screens, evaluates, encodes civil registry documents;
2. Signs certification on the status of persons requested by the general public;
3. Annotates civil registry documents;
4. Evaluates civil registry documents for linking/unlinking;
5. Responsible for the procurement and safe keeping of civil registry forms;
6. Coordinates with the Local Civil Registry Offices in the conduct of civil registration activities and reconstruction of civil registry documents;
7. Responsible for the processing of application for out of town registrations;
8. Prepares communications pertaining to documents for action of local civil registrars;
9. Responsible for the processing of IDs of liaison officers and accreditation of travel and recruitment agencies;
10. Prepares narrative reports for the civil registration activities conducted; and
11. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Assistant II (SG-8)**

1. Receives and controls documents and communications ;
2. Assists the immediate supervisor in the, discharge of functions, related to personnel matters, record-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services;
3. Assists the immediate supervisor in the preparation of administrative reports and communication;
4. Assists the immediate supervisor in monitoring personnel compliance with existing policies and rules;
5. Attends to public queries thru telephone and e-mails; and
6. Performs other task that may be assigned by supervisors/s.

**G. Administrative Aide VI (SG-6)**

1. Takes change in safekeeping & maintenance of personnel accounts;
2. Types drafts of various report and correspondence by the supervisor;
3. Tabulates statistical data;
4. Updates personnel records;
5. Operates computer machine. Types correspondences, report, policies, and directives. Circular, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept/div. & units;
6. Retrieves, cross-checking records for reproduction & authentication;
7. Sorts, checks active & in-active records/documents for bookbinding and/or disposal; and
8. Performs other tasks that may be assigned by supervisor/s.

**Civil Registration Management Division (CRMD)**

**A. Registration Officer IV (SG-22)**

1. Assists the Civil Registrars in the discharge of the functions relative to the application and enforcement of the Civil Registry Law (Act 3753);
2. Exercises administrative control and supervision over the Civil Registration Coordinating Section and Archives Management Section;
3. Prepares general plan and program for the improvement of the civil registration system of the country and the improvement of quality and quantity of statistics;
4. Directs and coordinates the functions, activities, and work program of the different sections and unit of the division;
5. Takes appropriate actions on behalf of the Civil Registrar General and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrars;
6. Examines and signs all certifications and communications pertaining to civil registration;
7. Represents the Civil Registrar General in any court whenever subpoena duces tecum is issued;
8. Represents the Civil Registrar General in meetings, conferences, and other seminar gatherings;
9. Reviews monthly and annual accomplishment reports of each Section/Unit;
10. Coordinates with PSA field staff in matters pertaining to civil registration.
11. Supervises the processing of civil registry documents; and
12. Performs other tasks that may be assigned by supervisor/s.

**B. Registration Officer III (SG-18)**

1. Acts as the Unit Supervisor;
2. Supervises the Day-to-Day operation at Court Decree Unit, Civil Register Management Division, Civil Registration Service;
3. Processes submitted Civil Registry Documents concerning Court Decrees;
4. Reads, evaluates and analyzes registrable Court Decisions;
5. Reviews and countersigns certified true copy of Amended Certificate of Live Birth (Adoption) submitted by different CCRs/MCRs;
6. Signs civil registry documents;
7. Attends/Testifies hearings concerning subpoena duces tecum and ad testificandum issued to CRMD/CRS PSA from different Regional Trial Courts of the Philippines including Sandigan Bayan, Ombudsman, Department of Justice and Professional Regulatory Commission (PRC);
8. Attends to queries and complaints of clients through letters, emails (endorsed by my Immediate Supervisor), phone or walk-in concerning;
9. Drafts and answers legal problems based on Civil Registration laws affecting Court Decrees at CRMD/CRS, PSA;
10. Coordinates with the concerned division regarding retrieval of documents verification, scanning, etc., concerning Court Decree with feedback;
11. Coordinates with different Clerk of Courts (RTC) thru PSO on the authenticity. fake Court Decisions;
12. Resource person on Civil Registration Laws especially Court Decree. and Legal Instrument with different Civil Registrars in the Philippines; and
13. Performs other tasks that may be assigned by supervisor/s.

**C. Registration Officer II (SG-14)**

1. 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 Registrars;
2. Signs certification and certified copies of requested civil r3gistry documents; coordinates with the VSS in editing and clearing the record lists;
3. Coordinates with the provincial office in connection with the submission of civil registry documents;
4. Prepares reports and Performance Ratings of employees;
5. Receives, screens and evaluates birth, marriage and death documents from the civil registrars;
6. Verifies and processes problem documents referred by outlets;
7. Monitors the timely processing and transmittal of processed documents to the concerned units;
8. Signs of requested documents in security paper;
9. Receives, controls and answers queries/e-mails and communication letters;
10. Entertains public queries, problems endorsed by care officer and from different outlets; and
11. Performs other tasks that may be assigned by supervisor/s.

**D. Registration Officer I (SG-10)**

1. Screens, evaluates, encodes civil registry documents;
2. Signs certification on the status of person requested by the general public;
3. Annotates civil registry documents;
4. Evaluates civil registry documents for linking/unlinking;
5. Responsible for the procurement and safe keeping of civil registry forms;
6. Coordinates with the Local Civil Registry Offices in the conduct of civil registration activities and reconstruction of civil registry documents;
7. Responsible for the processing of application for out of town registrations;
8. Prepares communications pertaining to documents for action of local civil registrars;
9. Responsible for the processing of IDs of liaison officers and accreditation of travel and recruitment agencies;
10. Prepares narrative reports to the civil registration activities conducted; and
11. Performs other tasks that may be assigned by supervisor/s.

**E. Administrative Assistant II (SG-8)**

1. Receives and controls documents and communications;
2. Assists the immediate supervisor in the, discharge of functions, related to personnel matters, record-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services;
3. Assists the immediate supervisor in the preparation of administrative reports and communication;
4. Assists the immediate supervisor in monitoring personnel compliance with existing policies and rules;
5. Attends to public queries thru telephone and e-mails; and
6. Performs other task that may be assigned by supervisors/s.

**F. Administrative Aide VI (SG-6)**

1. Makes estimates and request purchase electrical materials like different sizes of wires, breakers, fuses, switches, conduit pipe and many others for electrical uses;
2. Makes periodic inspection and checks all office lights and other electrical fixtures like convenient outlets and wiring installations;
3. Install additional wires or performs rewiring installation whenever necessary and prepares requisitions for materials and supplies needed in the maintenance and electrical use; and
4. Performs other tasks that may be assigned by supervisor/s.

**Vital Statistics Division (VSD)**

**A. Chief Statistical Specialist (SG-24)**

1. Supervises the preparation of studies and researches on the improvement and development of concepts, definition of terms classification and coding schemes;
2. Represents the Office in meetings and seminars at the PSA, NSCB & other public and private agencies;
3. Formulates and recommends plans for undertaking of demographic in-depth studies for the improvement of census and survey instruments and methodologies on standard operating procedure used in data collection and analysis;
4. Supervises and recommends plan for statistical and non-statistical training programs to continuously upgrade the productivity and quality of PSA employees;
5. Coordinates and provides technical assistance in studies of survey methods and data collection to government and private clientele;
6. Recommends and supervises the efficient and effective methods of publication and dissemination of statistics generated from censuses, surveys and other special studies;
7. Coordinates the planning of joint projects with other government agencies and international organizations in the conduct of special surveys and researches;
8. Reviews and evaluates results of surveys for consistency and reliability;
9. Serves as lecturer/trainer during in-service trainings, seminars and statistical operations;
10. Coordinates and provides technical assistance in studies of survey methods of data collection to government and private clientele; and
11. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Plans, assigns, coordinates and recommends work programs and procedures for the processing of administrative data;
2. Supervises the preparation of technical reports and other administrative reports of the Division;
3. Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, uniformity and comparability of data;
4. Assists in identifying the sources and types of information needed by planning bodies, as well as existing statistical gaps in the present system;
5. Serves as representative to Inter-Agency task force for integration and coordination of statistical activities;
6. Undertakes joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
7. Studies and evaluates program accomplishments periodically and makes appropriate recommendations;
8. Draws up a plan for training/updating personnel of the divisions on systems being implemented;
9. Represents the office in meetings with other government agencies regarding technical matters; recommends and participates in the decision-making on procedural problems of obtaining, compiling and tabulation of administrative data; and
10. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Undertakes a program of research arid analytical studies for the development of statistical concepts, definitions, classification system , techniques and procedures for more effective collection, compilation, tabulation and dissemination of data;
2. Monitors the progress in the implementation of approved plans, programs, activities and makes the necessary recommendations to ensure success;
3. Prepares technical and administrative reports on the various activities undertaken;
4. Identifies sources of information coverages, time references, basis of calculation, adjustments and qualifications for their use;
5. Prepares the annual, monthly and other reports of the division;
6. Helps institute efficient work methods and establish production levels for the various types of work undertaken and devises system of work allocation to ensure equitable distribution of work within target periods;
7. Undertakes joint research projects with local and foreign statistical and research agencies that are of interest in national economic development;
8. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under her;
9. Implements a continuing training/updating program on systems being implemented in the division;
10. Formulates program for collecting the necessary data.
11. Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation;
12. Sets worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
13. Edits folios and encodes questionnaires/survey form, checks for completeness, consistency and validity of data;
14. Prepares worksheet formats for data compilation and summarization;
15. Computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas;
16. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs, and similar devices and encoding of statistical narrative report;
17. Performs civil registration functions by providing data needs to the Local Government Units, private entities or NGO's, individuals, etc.;
18. Reviews and tabulates births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General; and
19. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Assists the Senior Statistical Specialist (SG-19) in the processing, generation and dissemination of data;
2. Assists in the planning, developing and directing programs/activities on collection, analysis and tabulation of data;
3. Prepares work and financial plan for the division;
4. Edits, verifies and analyzes census/survey and administrative reports for accuracy, completeness, and reasonableness;
5. Reviews summaries and indicators from data produced from censuses/surveys and administrative reports;
6. 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 timely presentation in the form of special releases, monographs, reports, etc.;
7. Assists in the conduct of training on various statistical measures and indices;
8. Assists in analyzing data produced from censuses/surveys and administrative reports as to precision, consistency and objectivity;
9. Assists in the conduct of in-depth social/economic and demographic studies as input for projections, research papers, etc.;
10. Reviews work of lower level personnel;
11. Reviews periodic reports of project activities and accomplishment of the Division; and
12. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Specialist I (SG-13)**

1. Assists the Statistical Specialist II (SG-16) in the processing, generation and dissemination of census/survey and administrative data;
2. Edits, verifies and analyzes census/survey and administrative reports for accuracy, completeness, and reasonableness;
3. Prepares summaries and indicators from data produced from censuses/surveys and administrative reports;
4. Assists in the conduct of training on various statistical measures and indices;
5. Prepares preliminary analysis of data produced from censuses/surveys and administrative reports as to precision, consistency and objectivity;
6. Assists in the conduct of in-depth social/economic and demographic studies as input for projections, research papers, etc;
7. Prepares periodic reports of project activities and accomplishments of the Division; and
8. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. Edits, verifies and analyzes census/survey and administrative reports for accuracy and completeness, and reasonableness;
2. Prepares press releases, special releases, fact sheets from data produced from censuses/surveys and administrative reports;
3. Assists in the conduct of training on various statistical measures and indices;
4. Generates statistical tables and draft analysis of data produced from censuses/surveys and administrative reports;
5. Drafts periodic reports of project activities and accomplishments of the Division;
6. Assists in the preparation of draft census/survey questionnaires and other materials and administrative forms;
7. Undertakes pretest before finalization; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Assistant Statistician (SG-9)**

1. Assists in organizing data for tabulation and/or the preparation of statistical charts, graphs; and other devices;
2. Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation;
3. Set worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas;
4. Edits folios and encodes questionnaires/survey form, checks for completeness, consistency and validity of data;
5. Prepares worksheet formats for data compilation and summarization;
6. Computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas;
7. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs, and similar devices and encoding of statistical narrative report;
8. Performs civil registration functions by providing data needs to the Local Government Units, private entities or NGO's, individuals, etc.;
9. Reviews and tabulates births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General; and
10. Performs other tasks that may be assigned by supervisor/s.

**H. Statistician Aide (SG-4)**

1. Performs clerical work such as filing of communications, receiving and controlling of incoming and outgoing communications as well as phone calls;
2. Provides clerical and administrative support to the supervisors;
3. Maintains database of incoming and outgoing communications in the division;
4. Encodes corrections for edited communications;
5. Assists in the compilation of vital statistics for use in the analysis by supervisors;
6. Proofreads of documents before they are sent out;
7. Verifies editing of accomplished civil registry documents with respect to omissions, inconsistencies and those with doubtful reasonableness;
8. Verifies reject listing of the civil registry documents in the data files;
9. Verifies coded entries in the certificate of deaths and codes causes of deaths; and
10. Performs other tasks that may be assigned by supervisor/s

**Finance and Administrative Service (FAS)**

**A. Administrative Assistant III (SG-9)**

1. Screens all incoming routine papers requiring signature of the Assistant National Statistician (ANS) for proper endorsement, certification and attachment;
2. Receives and keeps log of all incoming/outgoing (phone, nail, fax, etc.) and transmits messages to concerned personnel;
3. Types correspondence, reports and pertinent materials;
4. Keeps and maintains all files (memoranda, correspondence, reports);
5. Keeps calendar of appointments of the ANS;
6. Serves as the requisitioning officer for the Service and takes charge of office supplies;
7. Takes charge of the maintenance of all equipment and reports, breakage or malfunctioning of equipment and property, and prepares clerical reports; and
8. Performs other tasks that may be assigned by supervisor/s.

**B. Administrative Aide IV (SG-4)**

1. Drives office vehicle assigned to the Assistant National Statistician (ANS) when attending meeting and official business;
2. Maintains the cleanliness of the office vehicle;
3. Sees to it that the vehicle assigned is in top condition; and
4. Performs other tasks that may be assigned by supervisor/s.

**Human Resources Division (HRD)**

**A. Chief Administrative Officer (SG-24)**

1. Plans, directs and supervises the operation of the division and the work of the subordinates in the carrying out its functions;
2. Recommends for Management approval standard procedures in all personnel transactions including the processing of appointments leave benefits and the custody of the vital personnel records;
3. Enforces Office discipline and Administrative rules & regulations;
4. Reviews and recommends personnel programs and procedures in recruitment and selection, performance evaluation, promotion, employment relation, employee benefits and welfare, physical health, discipline and other aspects of career and employee development;
5. Provides leadership in the Office's Complaints and Grievance Committee which develops and maintains a system governing an expeditions, fair and equitable settlement of employees complaints
6. Establishes and maintains effective liaison with Civil Service Commission, DBM and other personnel management entities and public organizations;
7. Plans, coordinates, integrates and supervises all training activities in the division and evaluates training programs:
8. Reviews work assignments and finished work of subordinates for quality, consistency and in conformity with norms and performance commitments;
9. Reviews budget requirement for the various trainings and other programs and for the operation of the Division;
10. Serves as resource person in trainings and seminars;
11. Provides leadership in establishing and maintaining a program for cultural and sports activities, for the social, cultural, and physical development of the Office's employees;
12. Maintains familiarization on the CSC rules, laws, procedures & requirements connected with the evaluation process, leave benefits & other aspects of personnel functions and research into personnel matters:
13. 1Reviews internal process of division & implements measures to facilitate operations of division; and
14. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Administrative Officer (SG-22)**

1. Acts as Officer-in-Charge of the division in the absence of the Chief Administrative Officer;
2. Supervises lower level HRMOs in the preparation of actions on appointments, leave transfers, resignations, reinstatements, adjudication of retirements claims, salary adjustment, position classification and reclassification, performance ratings & other personnel benefits & services;
3. Assists and advises the Chief Administrative Officer in the development, formulation and execution of policies, regulations and others in all areas of personnel management and development in accordance with the civil service laws and rules
4. Plans, directs and supervises the operation of the division and the work of the subordinates in carrying out its function;
5. Reviews and recommends for Management approved personnel programs and procedures in recruitment and selection of performance evaluation, promotion, employment relation, welfare, physical health discipline and other aspects of care and employee development and;
6. Establishes and maintains effective liaison with Civil Service Commission, other personnel management entities and public organizations; and
7. Performs other tasks that may be assigned by supervisor/s.

**C. Administrative Officer V (SG-18)**

1. Supervises the operation of the Section and the work of the subordinates in carrying out its functions;
2. Assists the Chief Administrative Officer by preparing action on employment requests.& other personnel action;
3. Assists the Chief Administrative Officer in prescribing standard office procedures in all personnel transactions including the processing of appointments, leave benefits and the custody of vital personnel records;
4. Assists in reviewing approved personnel programs and procedures in recruitment and selection, performance evaluation, promotion, employment relation, employee benefits & welfare, physical health, discipline and other aspects of career and employee development;
5. Establishes and maintains effective liaison with Civil Service Commission, DBM, other personnel management entities and public organizations;
6. Maintains familiarization on the CSC rules, laws, procedures & requirements connected with the evaluation process, leave benefits & other aspects of personnel functions, plans, supervises and coordinates the activities of the Section in the development installation and maintenance of training programs to upgrade the quality of technical and non-technical personnel of the PSA as well as other government statistical specialists or analysts , determines budget requirements for the various training programs and for the operation of the Section; and
7. Performs other tasks that may be assigned by supervisor/s.

**D. Administrative Officer IV (SG-15)**

1. Assists the Administrative Officer V in the variety of Personnel functions primarily on the processing of promotional and original appointment papers of varied nature in the Central and Fields Offices;
2. Assists in the preparation of plantilla and other reports needed by the division; assists the Administrative Officer V by preparing action on employment request, appointment,
3. Assists the Administrative Officer V by preparing action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action;
4. Maintains the close linkages with Human Resource Management Assistants & Aides and liaisoning with the Civil Service Commission and DBM;
5. Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluation process, leave benefits and other aspects of personnel functions;
6. Evaluates qualifications of PSA employees for promotion and preparation of their profile for use during deliberation of the Selection Board;
7. Assists in providing systematic & appropriate training methods & techniques in training development;
8. Prepares lectures, hand-outs for in-service trainings; acts as lecturer trainer during in-service training, seminars & statistical operations; assists in the preparation of actions on appointments, leaves, transfers, resignations, reinstatements, adjudication of retirement claims salary adjustments, position classification and or reclassification, performance ratings & other personnel benefits & services;
9. Assists in the preparation of system design for the creation of the data base file for the training programs; and
10. Performs other tasks that may be assigned by supervisor/s.

**E. Administrative Officer II (SG-11)**

1. Performs assignments related to rewards and recognition such as computation of salaries and benefits, monitoring of Individual Performance Commitment Review (IPCR);
2. Supports performance management functions such as monitoring of attendance, computation of leave credits, processing of applications for leave, retirement and various personnel documents;
3. Collects useful information related to personnel matters;
4. Assists in recruitment and selection process including preparation of appointment paper and updating of plantilla as necessary;
5. Assists in learning and development functions as necessary;
6. Assists in enforcing office discipline and administrative regulations: prepares necessary personnel reports and records;
7. Assists in the preparation of hand-outs and training kits as necessary; and
8. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Assistant II (SG-8)**

1. Computes leave credits;
2. Processes all kinds of leaves; prepares service records, appointment papers, certification of accumulated leave credits, employment & compensation; processes retirement papers; adjudicates retirement benefits pay;
3. Assists in the preparation of plantilla;
4. Takes charge in the safekeeping & maintenance of personnel records;
5. Types certificates necessary for the processing of retirement pay; and
6. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Aide VI (SG-6)**

1. Takes charge in safekeeping & maintenance of personnel records; types drafts of various report, and correspondence prepared by the supervisor;
2. Tabulates statistical data;
3. Updates personnel records; operates computer machine/types correspondences; reports; policies directives; circulars; memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept/div. & units;
4. Retrieves, cross-checking records for reproduction & authentication;
5. Sorts, checks active & in-active records/documents for bookbinding and/or disposal; and
6. Performs other tasks that may be assigned by supervisor/s.

**Budget Division (BD)**

**A. Chief Administrative Officer (SG-24)**

1. Acts as Chief of the Division;
2. Supervises the employees in the Budget Division;
3. Studies and reviews budget estimates of projects or surveys taking into consideration the availability of funds and makes recommendations to immediate chief on the course of action to be taken;
4. Supervises and reviews the preparation of agency's budget, obligations, reporting, control, and allocation of funds;
5. Attends budget hearing at the Department, Regional Offices, Department of Budget and Management, Congress/Senate and prepares required reports;
6. Prepares the necessary work programs, rates performance of employees of the Budget Division;
7. Attends to problems/queries of various Directors/Division Chiefs of the Central and Field Offices. Department of Budget and Management, and other government agencies;
8. Conducts lectures on budgetary matters and audit of financial transactions to financial personnel of various regional and provincial offices; and
9. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Administrative Officer (SG-22)**

1. Assists the Chief Administrative Officer (Budget Officer V) in the supervision of the division;
2. Assists the Chief Administrative Officer (Budget Officer V) in the preparation, study, review and consolidation of agency's budget estimates, financial and work plans, and realignment of funds;
3. Supervises the preparation and review of the agency's required reports, obligations, control and allocation of funds-,engaged in maintenance services such as carpentry;
4. Attends budget hearings at the Department of Budget and Management, House of Representatives and Senate of the Philippines; and
5. Performs other tasks that may be assigned by supervisor/s.

**C. Administrative Officer V (SG-18)**

1. Assists the Financial Management Officer I in supervising the employees of the Budget Section;
2. Studies and reviews budget estimates of projects or surveys taking into consideration the availability of funds and makes recommendation to immediate chief on the course of action to be taken;
3. Assists the Financial Management Officer I in the preparation, review and consolidation of agencies budget estimates, financial and work plans, realignment of funds;
4. Supervises the preparation and review of the agency's obligations, reporting, control and allocation of funds;
5. Attends budget hearing at the Central Regional Offices, Department of Budget & Management. Congress/Senate, prepares required reports;
6. Prepares the necessary timetables/work programs/activities, rates performance of employees of Budget Division;
7. Attends to problems. queries of various Chief Regional Officer both Central and Regional Offices;
8. Assists in the preparation of official communications for approval of Administrator;
9. Acts as lecturer in the training and workshop seminar for fiscal personnel and selected field personnel and attends conferences and committee meetings relating to fiscal matters; and
10. Performs other tasks that may be assigned by supervisor/s.

**D. Administrative Officer IV (SG-15)**

1. Prepares and issues quarterly funding allocation to Field Offices by project and object of expense;
2. Compiles and maintains budget data by project, object of expense and activity on current status;
3. Reviews budget proposals submitted by Field Offices;
4. Participates in the preparation of annual budgetary proposals of the offices; and
5. Performs other tasks that may be assigned by supervisor/s.

**E. Administrative Officer II (SG-11)**

1. Plans, prepares and reviews budget proposals/requirements and fund allocations of the region and attends to budget hearings;
2. Prepares financial and work plans for request of sub-allotment/budget releases and status;
3. Prepares budget reports such as Statements of Savings and Deficits by Function and Object of Expense, Cost Monitoring Report for the Breakdown of Fixed and Variable Expenditures and Consolidated Report of the Result I the Expended Appropriations and other statements and schedules as required periodically for transmittal to the Budget Division within the prescribed period;
4. Establishes budgeting controls by project/function/activity: allocates and transfers to the respective provinces in the region their corresponding budget obligation in accordance with the needs of each province: makes recommendations to the Regional Administrator in resolving issues relative to funding needs and allocation of the region;
5. Maintains work sheets and controls on Advice on Sub-Allotment (ASA) and allocation of funds according to program, project and activity to determine the balance of ASA at any given period time;
6. Reviews, analyzes and makes recommendations on the status of fund allocation or ASA and trend of expenditures by program, project and activity; and undertakes inspection trips to the provincial offices of the region to spot-check the Disbursing Officers and Bookkeepers;
7. Controls and analyzes authorized allotment by program project/activity and object of expense to avoid incurrence of overdrafts and to determine status of funds from time to time for the information of all concerned;
8. Examines claims presented for obligations and issues corresponding Request for Obligation of Allotment (ROA) if supporting papers are in order (Purchase Orders, Work Orders, and Disbursement Vouchers);
9. Keeps track and actual cost of expenditure by program/activity/object of expense and prepares financial report based on the actual obligation incurred to aid the management in planning future projects and conducts field audit as the need arises and renders reports based on the verification of financial transactions; and
10. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Aide VI (SG-6)**

1. Takes Charge in safekeeping & maintenance of personal record;
2. Types drafts of various report, and correspondence, prepared by the supervisor;
3. Tabulates statistical data;
4. Updates personnel records;
5. Operates computer machine/types correspondences, reports, policies directives, circulars. Memoranda orders. Rules & regulations & information for dissemination to and /or implementation by the various dept/div. & units, retrieves, cross-checking records for reproduction & authentication;
6. Sorts, checks active & in-active records/documents for bookbinding and/or disposal; and
7. Performs other tasks that may be assigned by supervisor/s.

**Accounting Division (AD)**

**A. Chief Accountant (SG-24)**

1. Acts as chief of the division;
2. Certifies availability of funds of all money claims;
3. Certifies the correctness of general journals, bills, statement of accounts;
4. Trial Balances, Statement of Financial Position, Statement of Financial Performance, and other financial statements/reports;
5. Provides technical supervision on financial matters to 18 Regional Offices, including provinces under each region;
6. Provides technical advice on financial matters to the head of the Finance and Administrative Service (FAS);
7. Assists in preparation of budget estimates;
8. Implements financial policies pursuant to DOF/COAIDBM rules and regulation;
9. Conducts financial audit/examination of financial transactions, whenever necessary;
10. Acts as resource person on accounting and auditing rules and regulations;
11. Plans and distributes workload among the staff; instill discipline and motivates to work efficiently;
12. Provides technical advice on inventory of supplies and equipment;
13. Prepares/reviews various communications pertaining to financial matters for signature of the head of the agency; and
14. Performs other tasks that may be assigned by supervisor/s.

**B. Accountant IV (SG-22)**

1. Assists the chief accountant in certifying the availability of funds for money claims in an amount delegated;
2. Examines, verifies and reviews vouchers, payrolls, requisitions, letter orders, job orders, financial statements and reports and other related documents to ascertain that the documents are in conformity with existing policies and in accordance with the accounting and auditing rules and regulations;
3. Certifies documents in the absence of the Chief Accountant;
4. Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account;
5. Ensures that instructions and guidance in work methods and procedures has been implemented by the subordinates;
6. Supervises the preparation of financial statements and reports as required by the Department of Budget and Management and the Commission on Audit, Congress, Senate, etc. and;
7. Conducts field examination of financial transactions and other related matters; and
8. Performs other tasks that may be assigned by supervisor/s.

**C. Accountant III (SG-19)**

1. Provides technical advice on financial matters to the head of the Accounting Division;
2. Certifies the correctness and accuracy of special journals, general journals, and other prescribed Trial Balance, Statement of Financial Performance, Statement of Financial Position;
3. Provides technical supervision on financial matters of Field Offices;
4. Implements office circulars and policies on financial matters;
5. Conducts periodic examination and review of financial transactions of Field Offices;
6. Plans and distributes work load among subordinates, instills discipline and checks efficiency of personnel;
7. Provides technical advice/support on inventory taking of supplies and equipment;
8. Signs various documents, certifications and other documents as delegated by the Chief Accountant; and
9. Performs other tasks that may be assigned by supervisor/s.

**D. Accountant II (SG-16)**

1. Examines, verifies, and reviews vouchers, payrolls, financial statements and reports, and other related documents to ascertain that the documents are in conformity with existing office policies and in accordance with the accounting and auditing rules and regulations;
2. Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they .ire reconciled with the general ledgers;
3. Ensures that instructions and guidance in work methods and procedures has been implemented by the subordinates;
4. Prepares periodic financial statements and reports as required by the Department of Budget and Management and the Commission On Audit, Congress, Senate, and other oversight agencies;
5. Conducts field examination of financial transactions and other related matters;
6. Signs various documents, certifications and other documents as delegated by the Chief Accountant; and
7. Performs other tasks that may be assigned by supervisor/s.

**E. Accountant I (SG-12)**

1. Maintains accurate accounting records and complete set of books of accounts of various operations/activities of the Office;
2. Assists in the preparation of financial reports/statements required by the Commission on Audit (COA) such as the Monthly and Quarterly Trial Balance, Monthly Bank Reconciliation and Journal Entry Vouchers, etc.;
3. Assists in the review of financial transactions and records of the regional offices periodically;
4. Assists in the monitoring and control of funds transferred to the regional/provincial offices by requiring the Bookkeepers and Disbursing Officers to maintain control worksheet and bank cash book, respectively, for every cash allocation received;
5. Prepares journals, checks issued/disbursements by Disbursing Officers' Collection and Deposits Voucher and general journal; and
6. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Assistant III (SG-9)**

1. 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;
2. Maintains copies of money claims and enters the amount in the record book and index card;
3. Determines that funds are appropriated in the Advice of Sub-allotment (ASA) or cash advances and assures that expenses are properly authorized and incurred;
4. Reconciles or checks for consistency of all accounting reports of disbursements prepared by the Disbursing Officer;
5. Prepares a 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 activities;
6. Maintains index records for all payments made; and
7. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Assistant II (SG-8)**

1. Prepares and processes various money claims and remittances;
2. Checks and verifies accuracy of supporting documents attached to disbursement vouchers, payrolls, and other money claims;
3. Maintains index of payments to various creditors and employees;
4. Assists in the posting of entries requiring subsidiary from special journal to subsidiary ledgers of accountable officers; and
5. Performs other tasks that may be assigned by supervisor/s.

**General Services Division (GSD)**

**A. Chief Administrative Officer (SG-24)**

1. Plans, directs, and coordinates all administrative service functions of the PSA;
2. Supervises the effective control of supplies and materials on stock;
3. Supervises the maintenance of office equipment, vehicles and buildings;
4. Recommends the approval of work orders and purchase orders for supplies, materials, equipment and repair of office equipment and vehicles and Approves disbursement vouchers for payment (as may be delegated by the head of agency) and implements office regulations and policies for the security of office properties; and
5. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Administrative Officer (SG-22)**

1. Prepares evaluation of specific projects for the improvement/rehabilitation of PSA's occupied buildings, building maintenance and grounds cleanliness and beautification program for its annual budgetary allocation;
2. Supervises all employees at the General Services Division engaged in maintenance services such as carpentry, electrical/mechanical, motorpool and janitorial;
3. Assists and advises the Administrative Officer V in the formulation of guidelines, standards and methodologies for the efficient maintenance of office properties;
4. Prepares plans and designs special building projects - working drawings, quality takeoff analysis, specifications writings and to supervise the construction of same;
5. Implements rules and regulations on administrative discipline and policies;
6. Assists the Administrative Officer V in the formulation of guidelines, standards and methodologies for general services;
7. Ensures the efficient maintenance of office properties and equipments, vehicles, buildings and facilities, janitorial and security services, shipping and printing work;
8. Serves as the secretariat for the Bids and Awards Committee (BAC);
9. Prepares administrative reports required by other agencies such as COA, DBM, GPPB, DBM-PS, DOE, etc.; and
10. Performs other tasks that may be assigned by supervisor/s.

**C. Administrative Officer V (SG-18)**

1. Assumes full responsibility in the custody and safekeeping of voluminous official records and documents of the Office;
2. Authorized issuance of records needed by the Staff and other personnel for reference purposes;
3. Assigns work, issues verbal or written instructions and reviews accomplished work for accuracy in conformity with standing policies and procedures;
4. Handles independently functional phase of an office program including writing correspondence;
5. Prepares monthly and annual reports of the Office: establishes and maintains an actual continuity program for management, preservation and disposition of records and authenticates copies of documents;
6. Assists the Chief Administrative Officer in performing administrative functions relative to printing, transport, security and communication and other general services;
7. Prepares administrative reports and office correspondence of the Division;
8. Monitors personnel Compliance to existing administrative policies and rules; and
9. Performs other tasks that may be assigned by supervisor/s.

**D. Administrative Officer IV (SG-15)**

1. Disburses salaries and wages; verifies the correctness of entries in the checks and record checks in the warrant register;
2. Releases checks to claimant; prepares daily and monthly collection to be submitted to the Landbank;
3. Prepares monthly accomplishment report and request of supplies; and prepares monthly report of checks and disbursements to be submitted to DBM; and
4. Performs other tasks that may be assigned by supervisor/s.

**E. Administrative Officer III (SG-14)**

1. Supervises the procurement of supplies/materials/equipment;
2. Assists in supervising the requisitioning, canvassing, issuing and recording, storekeeping of equipment, supplies and materials, and reviews/checks invoices and other supporting papers required for the payment of items delivered;
3. Undertakes the physical inventory and listing of unserviceable equipment/vehicles for disposal;
4. Supervises the conduct of periodic physical inventory of supplies/materials/equipment;
5. Monitors usage and handling equipment; directs/follow-ups timely delivery of materials/equipment needed;
6. Attends biddings and opening of sealed canvasses;
7. Assists in the preparation of rules and procedures in the procurement, receiving, storage of equipment and supplies/materials;
8. Assists in directing the flow of equipment, supplies and materials; and
9. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Officer II (SG-11)**

1. Prepares systematic and effective control & monitoring of supplies/materials/equipment;
2. Reviews Property Acknowledgement Receipt (PAR) for newly purchased PSA properties and equipment;
3. Coordinates the renewal of PAR (every three years);
4. Coordinates with concerned unit the reissuance of the properties and prepares PAR for reissuance to another user;
5. Updates individual accountabilities based on records of returned or disposed Inventory and Inspection reports;
6. Assists in the preparation of (I & I);
7. Prepares & releases print-out of individual accountabilities;
8. Responsible in the verification of individual accountabilities for clearance purposes; and
9. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Officer I (SG-10)**

1. Assists in the monitoring the proper recording/disposal of official/non-official documents;
2. Records the classified correspondences for transmittal, delivery, endorsement to concerned dept./div./units;
3. Monitors, requests, schedules service vehicle for pick-up of official mails, letters, parcels, printed matters, etc. to Post Office;
4. Coordinates with the Records Management and Archives Office and COA for the disposition schedule of disposable records and documents;
5. Acts as representative for the actual disposal and sale of disposable records and documents;
6. Attends to the request of the employees in verifying the documents received; and
7. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Assistant III (SG-9)**

1. Canvasses prevailing prices of electrical, janitorial, and vehicl:3 spare parts, office fixtures and equipment and repairs of vehicle;
2. Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office;
3. Delivers approved purchase orders to concerned suppliers;
4. Initiates actual purchase and delivery of supplies;
5. Undertakes current appraisal of unit costs and quality of items for supplies and materials;
6. Responsible in purchasing General Forms from the NPO;
7. Assists in the preparation of purchase orders and disbursement vouchers; and
8. Performs other tasks that may be assigned by supervisor/s.

**I. Administrative Assistant II (SG-8)**

1. Verifies the validity and accuracy of the technical details of plans, charts and maps including the political boundaries.
2. Performs drafting works in the preparation of maps, and to make the necessary corrections of geographic names and other data;
3. Devises better cartographic symbols or better methods of representation of geodetic, topographic data on maps;
4. Conducts and compilation, drawing and copying of maps of cities, municipalities, municipal districts and other political subdivisions;
5. Recommends and administers improved scientific work methods in chart and maps construction; and
6. Performs other tasks that may be assigned by supervisor/s.

**J. Administrative Aide VI (SG-6)**

1. Repairs and fixes light outlet, receptacles and disconnect defective wires and busted fuses, lay-out and wirings;
2. Cleans fluorescent tubes and plastic reflectors;
3. Cleans and repairs electric fan and adaptor;
4. Assists in lay out and installation of telephone & electrical;
5. Trouble shoots on defective electrical wiring lay-out;
6. Answers urgent calls about electrical and other related jobs;
7. Follows order from my immediate supervisor and staff heads particularly on other allied works;
8. Makes estimate and request to purchase of materials;
9. Maintains one unit Generator set located at PSA Complex;
10. Assists aircon technician for aircon trouble shooting and repair;
11. Alternates driver if necessary; and
12. Performs other tasks that may be assigned by supervisor/s.

**K. Driver (SG-4)**

1. Sees to it that the vehicle assigned is in top condition;
2. Drives office vehicle whenever requested by officials and employees of the Office when attending meeting and official business;
3. Maintains the cleanliness of the office vehicle; and
4. Performs other tasks that may be assigned by supervisor/s.

**Field Office (FO)**

**Office of the Director**

**A. Administrative Assistant I (SG-7)**

1. Keeps and maintains all files (memoranda, correspondence, reports);
2. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff;
3. Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments);
4. Types correspondence, reports and others;
5. Keeps calendar of appointments of the Director;
6. Serves as the requisitioning officer for the department and takes charge in the preparation of the meeting rooms and snacks/meals of the guests of Director and takes charge of the maintenance of all equipment and reports breakage or malfunctioning of equipment and property and prepares clerical reports; and
7. Performs other tasks that may be assigned by supervisor/s.

**Statistical Operations and Coordination Division (SOCD)**

**A. Chief Statistical Specialist (SG-24)**

1. Coordinates and exercises control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data for immediate local need;
2. Supervises and reviews the work of subordinate employees in compiling, classifying, consolidating, computing of statistical data gathered; and in the preparation of narrative reports for each statistical activity; Reviews, recommends for approval of the Regional Director, and finalizes reports and materials like bulletins, fact sheets, articles, presentation materials and the like, for submission, presentation or publication;
3. Coordinates all statistical and development activities in the region; Provides technical assistance with other statistical gathering agencies and makes recommendations on possible area of cooperation with the end in view of maximizing resources avoiding duplication of efforts and inconsistent statistics; setting up of a pool of statisticians and training of its technical personnel that can undertake special studies for the particular agency/office of the region taking into consideration special and specific needs of the region, its resources and potentials;
4. Reviews and submits to the Regional Director cost estimates of operational expenses for censuses, surveys and statistical activities and coordinates all administrative service functions and requirements of the Division and staff;
5. Assists or represents the Head of the Office or Regional Director in his conferences with officials of the regional, provincial and municipal government agencies regarding statistical operations/activities;
6. Recommends qualified employees for attendance to training programs, seminars, workshops, scholarships, etc.;
7. Screens and recommends qualified applicants for promotion or appointment for various positions in the region including statistical researchers in accordance with existing qualification standards;
8. Assists in the continuous and systematic campaign for registration of vital events and efficient consolidation and dissemination of vital statistics; and
9. Performs other tasks that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. 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;
2. 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;
3. Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, uniformity and comparability of data; assists in identifying the sources and types of information needed by planning bodies, as well as existing statistical gaps in the present system;
4. Assists in the general planning and conduct of censuses and annual/quarterly/monthly/ daily surveys; studies and evaluates program accomplishments periodically and makes appropriate recommendations; prepares and submits regular and special reports in the conduct of census and survey operations and other related activities and which shall include statement of problems and recommendations that can aid higher officials in the conduct of future operations;

10%

1. Assists and coordinates with NEDA and other government agencies and business groups in identifying required statistics; supervises studies on the improvement of statistical methods, procedures and estimation of techniques for the use of planners, policy-makers and other researchers;

5%

1. Reviews and evaluates the developments in the implementation of approved plans and standards and prepares recommendations thereat to the Chief of the Division; coordinate with local statistical gathering agencies and makes recommendations on possible area of cooperation with the end in view of maximizing resources avoiding duplication of efforts and inconsistent statistics;

5%

1. Train lower level personnel in the computational formula needed for the preparation of the various statistical measures and indices prepared by the office; and

3%

2%

1. Performs other tasks that may be assigned by supervisor/s.

**C. Senior Statistical Specialist (SG-19)**

1. Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under her;
2. Makes analysis and write-ups on the results of census and for publication;
3. Drafts supplementary household survey/census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions;
4. Assists in the reviews of current questionnaires, concepts and definitions used and recommends improvements or changes taking into account the need for useful and relevant statistics for social and economic development planning;
5. Makes research and studies for technical reports requested by higher officials or for international bodies;
6. Assists, develops and directs a program of activities for the collection, compilation, analysis and tabulation of data;
7. Recommends and assists in the formulation of adequate statistical standards for the various phases of date compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.;
8. Analyzes statistical data for their timely presentation in the form of special releases, monographs, reports, etc.;
9. Analyzes statistical data for statistical inference estimation and test of significance and other statistical test;
10. Prepares sample survey design, including the preparation of budgetary estimates;
11. Studies and evaluates periodically program accomplishments and makes appropriate recommendations;
12. Studies and makes recommendations on the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
13. Prepares annual, monthly and other reports on the activities, status projects, accomplishments, etc. of the division;
14. Develops, coordinates and implements the results of research and analytical studies and programs for the development of statistical concepts, definitions, classification system, techniques and standards of data collection, tabulation and publication;
15. Assists in identifying the sources and type of information needed by NEDA and other planning bodies, as well as existing statistical gaps in the present system;
16. Formulates program for collecting the necessary data;
17. Assigns and coordinates work programs and procedures for census and survey operations as well as other projects or activities to be undertaken; and
18. Performs other tasks that may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

1. Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness;
2. Computes summaries and indicators from data produced from censuses, surveys and other projects of the office;
3. Translates literal information to numerical information and vice-versa; reviews work of lower level personnel;
4. Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;
5. 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.;
6. Assists in undertaking researches aimed in increasing the efficiency of data collection, improving the comparability of data, minimizing duplication or overlapping and reducing respondent fatigue;
7. Studies and makes recommendations in the content, format, sequence of questions, wordings, schedules, questionnaires and formats;
8. Prepares periodic reports on progress of project activities and accomplishment of the division;
9. Assists in undertaking a study of the various statistical series prepared by the office and submit recommendations in the need of retaining, expanding or eliminating them or the need of producing.
10. Prepares timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations;
11. Reviews work methods and level of production established for the various types of work undertaken;
12. Investigates causes of discrepancies of certain data between the PSA's regional/provincial figures and those of other offices and recommends ways to minimize or eliminate discrepancies;
13. Trains lower level personnel in the computational formula needed for the preparation of the various statistical measures and indices prepared by the office;
14. Helps establish recruitment and training procedures for field personnel utilized for survey operations;
15. Assists in analyzing data produced from censuses and surveys as to precision, consistency and objectivity; assists in the preparation of periodic reports of project activities and accomplishments of the Division;
16. Conducts in-depth studies on demographic, social and economic sector statistics;
17. Prepares studies relating to different demographic, social and economic sectors;
18. Plans and develops a program of activities for the collection, compilation, tabulation and analysis of data;
19. Prepares a timetable of operations for various projects undertaken and makes periodic assessment of performance against targets;
20. Makes researches for improvement and innovations of existing work outputs; and
21. Performs other tasks that may be assigned by supervisor/s.

**E. Information System Analyst I (SG-12)**

1. Designs report/output layouts;
2. Prepares required logical diagrams, flowcharts;
3. Writes, codes & assembles computer programs instructions using symbolic programming system;
4. Tests and debugs program manually & with the computer;
5. Makes program modifications as per req. of subject matter division;
6. Prepares program documentation according to prescribed standards;
7. Assists in statistical operation and coordination;
8. Takes charge of computer hardware maintenance and servicing; and
9. Performs other tasks that may be assigned by supervisor/s.

**F. Statistical Analyst (SG-11)**

1. 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 ensure equitable distribution of work among them within target periods;
2. Undertakes researches on various subject matter including the concepts, definitions, classification system and methodology used;
3. Studies and reports on the methods employed and the coverage and limitations of statistical data produced by the office and those of other statistical agencies in similar fields;

**3%**

1. Undertakes researches by the subject matter fields on the types of data recommended for international, national and regional compilation including the coverage and scope and the concepts and definitions used to ensure comparability of data;

**3%**

1. Helps recruit, trains and supervises interviewers in the collection and preliminary processing of data during censuses and surveys;

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1. Reviews edited census and survey schedules, questionnaires, forms and documents for omission, consistency and reasonableness of entries;

**4%**

1. Assists in the computation of statistical measures and indices for data produced from censuses, surveys and other projects of the office;
2. Helps draft format of census and survey schedules and questionnaires and corresponding instructions; and
3. Supervises their pretest before finalization; and
4. Performs other tasks that may be assigned by supervisor/s.

**G. Information Officer I (SG-11)**

1. Supervises the preparation of publication materials for printing;
2. Edits and reviews texts, tables and manuscripts;
3. Looks into the appropriateness of all laid out tables as support materials of Manuscripts;
4. Coordinates with printing unit or printers on printing matters;
5. Prepares dummy for each publication before printing;
6. Prepares monthly report on work status for publication;
7. Maintains the catalogues of monographs/books/publication in the PSA library;
8. Maintains and updates directory of PSA officials and Local Civil Registry Offices and other government and non-government agencies;
9. Disseminates statistical and civil registry information through print and broadcast media;
10. Maintains and updates bulletin on PSA activities and statistical and civil registry products and services; and
11. Performs other tasks that may be assigned by supervisor/s.

**H. Assistant Statistician (SG-9)**

1. 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;
2. Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data;
3. Prepares worksheet formats for data compilation and summarization; computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas;
4. Maintains complete and up to date listing of different surveys covered in the annual, quarterly and monthly surveys in the province;
5. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report;
6. Performs civil registration functions by providing data needs to the Local Gov't. Units, private entities or NGO's, individuals, etc.;
7. Keeps record/control of applications of authority to solemnize marriage and release of Certification of Registration and Authority to Solemnize Marriage (OCRG) and review for completeness of requests on civil registry documents for SECPA;
8. Reviews and tabulates births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General;
9. Revises a system of mailing, receipt and follow-up program for the establishment surveys for higher response in accordance with the timetable set by Regional Office; and
10. Receives and records all incoming/outgoing questionnaires/forms, communications for distribution/routing to concerned units/employees; and
11. Performs other tasks that may be assigned by supervisor/s.

**Civil Registration and Administrative Support Division (CRASD)**

**A. Chief Administrative Officer (SG-24)**

1. Plans, directs, and coordinates all administrative service functions of the Regional Office;
2. Supervises the effective control of supplies and materials on stock;
3. Supervises the maintenance of office equipment, vehicles and buildings;
4. Recommends the approval of work orders and purchase orders for supplies, materials, equipment and repair of office equipment and vehicles and approves disbursement vouchers for payment (as may be delegated by the head of agency) and implements office regulations and policies for the security of office properties;
5. Oversees financial, personnel, administrative and civil registration activities of the Regional Office;
6. Facilitates submission of personnel, administrative, financial & civil registration reports of the region;
7. Represents the Civil Registrar General/Regional Director in meetings, conferences and other seminar gatherings related to civil registration;
8. Monitors the procurement of civil registry forms made by the Local Civil Registry Offices and the corresponding delivery to the Provincial Offices;
9. Supervises the Civil Registrars in the discharge of the functions relative to the application and enforcement of the Civil Registry Law;
10. Attends to all queries of the Civil Registrars relative to civil registration;
11. Facilitates procurement, disposal of records and other administrative concerns; and
12. Performs other tasks that may be assigned by supervisor/s.

**B. Registration Officer IV (SG-22)**

1. Assists the Civil Registrars in the discharge of the functions relative to application and enforcement of the Civil Registry law;
2. Prepares general plan and program for the improvement of the civil registration system of the country and the improvement of quality and quantity statistics;
3. Directs and coordinates the functions, activities, and work program of the different sections and unit of the division;
4. Takes appropriate action on behalf of the Civil Registrar General and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrars;
5. Examines and signs all certifications and communications pertaining to civil registration;
6. Represents Civil Registrar General in any court whenever subpoena duces tecum is issued;
7. Represents the Civil Registrar General in meetings, conferences, and other seminar gatherings;
8. Reviews monthly annual accomplished reports of such Section/Unit; and
9. Supervises the processing of civil registry documents for publication of vital statistics report; and
10. Performs other tasks that may be assigned by supervisor/s.

**C. Accountant III (SG-19)**

1. Certifies the availability of funds of all money claims;
2. Certifies the correctness of special general journals, journals, bills, statement of accounts, trial balance, balance sheet, statement of operations and other financial statements/reports;
3. Assists in the preparation of budget estimates;
4. Implements financial circulars and policies;
5. Conducts field inspection and examination of financial transactions to central and field office personnel whenever necessary;
6. Conducts lectures on accounting and auditing rules and regulations;
7. Plans and distributes work among subordinates instills discipline and checks efficiency of personnel;
8. Gives advice/support on inventory taking of supplies and equipments:
9. Prepares/reviews various financial correspondence for the signature of the Region/Province: and
10. Signs various correspondence and certifications on salary deductions etc.; and
11. Performs other tasks as may be assigned by supervisor/s.

**D. Statistical Specialist II (SG-16)**

* + 1. Acts as the CRS Serbilis Outlet supervisor;
    2. Complies to Civil Registration Requirements- Submission of Report of Multiple Registration;
    3. Takes charge of accreditation of Travel and Recruitment Agencies;
    4. Provides customer Assistance;
    5. Takes charge of CRS Serbilis Outlet related concerns;
    6. Assists the RO lV in conducting trainings/seminars on new laws , directive issuances and other activities affecting civil registration;
    7. Assists in the preparation of CRASM; and
    8. Performs other tasks that may be assigned by supervisor/s.

**E. Administrative Officer IV (Budget Officer) (SG-15)**

1. Prepares and issues breakdown of monthly allotment to Regional/Provincial Offices by functions and object of expenditures as well as issues additional funds which may be needed from time to time depending upon their activities to be undertaken;
2. Compiles and maintains budget data by functions, object of expenditures and activity on current status to aid the management in planning future projects;
3. Reviews financial plan submitted by the Provincial Offices for the issuance of monthly funding allocation;
4. Participates in the annual budget preparation of the Office by supplying the needed budgetary information's;
5. Maintains liaison work with the different government agencies on budgetary matters particularly fund releases for operational requirements;
6. Examines bonding applications of disbursing officers and other accountable employees as to its completeness of requirements and works for the approval of bonds and maintains controls list of bonded officers/employees in the Region;
7. Obligates claims and expenses incurred by the Office;
8. Maintains appropriate registry of allotment and obligations for PS. MOOE, and capital outlay;
9. Prepares budget accountability reports (BFARS, etc); and
10. Performs other tasks that may be assigned by supervisor/s.

**F. Administrative Officer IV (Human Resource Mgt. Officer) (SG-15)**

1. Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluation process, leave benefits and other aspects of the personnel function;
2. Evaluates qualifications of employees for promotion and prepares their profile for use during deliberation of the Regional Selection Board;
3. Assists in providing systematic and appropriate training methods and techniques in training development;
4. Prepares lectures, hand-outs for in-service training;
5. Acts as lecturer and trainer during in-service training, seminars and statistical operations;
6. Assists in the preparation of action on appointments, leaves, transfers, resignations, reinstatement, adjudication of retirement claims, salary adjustments, position classification and reclassification, performance ratings and other personnel benefits and service;
7. Assists in the preparation of system design for the creation of the data base file for the training programs; and
8. Performs other tasks that may be assigned by supervisor/s.

**G. Administrative Officer III (Records Officer) (SG-14)**

1. Maintains records of property and supply;
2. Conducts regular physical inventory report of supplies and property plant equipment and recommends disposal of unserviceable properties;
3. Prepares monthly report of supplies and materials issued;
4. Issues and re-issues Acknowledgement Receipt of Equipment (ARE) of properties and Inventory Custodian Slip (ICS);
5. Issues Requisition Issue Slip (RlS) to requesting officials;
6. Monitors the property stock card of equipment for maintenance;
7. Posts and monitors of all procurement in the Philgeps website;
8. Assists in the preparation of Project Procurement Management Plan (PPMP) and prepares Annual Procurement Plan (APP); and
9. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Officer III (Cashier) (SG-14)**

* 1. Disburses salaries and wages;
  2. Supervises the encoding of ADA for wages and salaries;
  3. Verifies the correctness of entries in the checks and record checks in the warrant register;
  4. Releases checks to claimant;
  5. Prepares daily and monthly collection to be submitted to the Land Bank;
  6. Prepares monthly accomplishment report and request of supplies;
  7. Prepares monthly report of checks and disbursements to be submitted to DBM; and
  8. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Assistant III (SG-9)**

1. Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and accounting and auditing rules and regulations before payment is allowed;
2. Maintains copies of money claims and enters the amount in the record book and index card;
3. Determines that funds are appropriated in the Advice of Sub-Allotment (ASA) or cash advances and assures that expenses are properly authorized and incurred;
4. Reconciles or checks for consistency of all accounting reports of disbursements prepared by the Disbursing Officer;
5. Prepares a 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;
6. Maintains index records for all payment made;
7. Assists the Budget Officer in the preparation of work and financial plans of the region;
8. Performs other related tasks assigned from time to time by the supervisor;
9. Acts as Acting Secretary to the Regional Director; and
10. Performs other tasks that may be assigned by supervisor/s.

**I. Administrative Assistant II (SG-8)**

1. Posts entries from the special journals and general to the ledger;
2. Posts payment made to the Request of Obligation and Allotment (FOA) to determine at any time balance of unliquidated obligations;
3. Posts entries requiring subsidiary from special journal to subsidiary ledgers of accountable officers;
4. Types journal adjusting entries for all account that needed correction from the special journal;
5. Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; and
6. Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; and
7. Performs other tasks that may be assigned by supervisor/s.

**J. Administrative Aide VI (SG-6)**

1. Takes charge in safekeeping & maintenance of personnel records;
2. Types drafts of various report, and correspondence prepared by the supervisor;
3. Updates personnel records;
4. Operates Computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information;
5. Retrieves, cross-checking records for reproduction & authentication;
6. Sorting, checking active & in-active records/documents for bookbinding and/or disposal; and
7. Performs other tasks that may be assigned by supervisor/s.

**Provincial Offices (P.O.)**

**A. Chief Statistical Specialist (SG-24)**

1. Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his area of assignment;
2. Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme;
3. Coordinates and exercises control and direction overall aspects and phases of census and survey operations including preliminary processing and tabulation of data of immediate need in the area, applying in the process census and statistical theories, methods, and procedures which will serve as basis of uniform field operation in the province;
4. Formulates a program of technical assistance to local agencies and offices taking into consideration special and specific needs of the province, its sources and potentials including the setting up of a statistical unit and training of its technical personnel that can undertake special studies for the particular agency, office of the province;
5. Coordinates with other local statistical gathering agencies and makes recommendations on possible area of cooperation with the end in view of maximizing resources, avoiding duplication of efforts, and inconsistent statistics;
6. Coordinates with local civil registrars in the efficient performance of their duties and in the implementation of the Civil Registry Laws and regulations;
7. Plans and implements a coordinated, continuous, and systematic campaign for registration of vital events;
8. Coordinates with the mayor, provincial and municipal treasurers, and local regulatory and licensing authorities in the complete listing of new establishments on a continuous basis that shall serve as the frame for sample statistical inquiries;
9. Coordinates with the local customs office whenever the same is present in his area for the prompt collection of the office's copy of custom documents and other forms;
10. Assists or represents the head of office or the Regional Director (RD) in her conferences 10 with the officials of the government or provincial and municipal government agencies regarding statistical surveys and census operations in the province of assignment;
11. Supervises, coordinates, and reviews the work of subordinate employees in the compiling, ii classifying, consolidating, analyzing, computing, verifying, and checking of statistical data gathered and processed by them, including disbursement of funds;
12. Assess periodically all phases of the operation in his area including the data of local application and make the necessary recommendation for the improvement of the same;
13. Prepares and submits regular and special reports in the conduct of census and survey operations and other related activities and which shall include statement of problems and recommendations that can aid higher officials in the conduct of future operations;
14. Conducts preliminary investigations of complaints filed against PSA personnel within the province and submit a report of his findings to the RG for appropriate action; and
15. Performs other task that may be assigned by supervisor/s.

**B. Supervising Statistical Specialist (SG-22)**

1. Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province;
2. Assesses periodically all phases of operation in the province-,ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable;
3. Assists in coordinating with the Local Civil Registrars in the efficient implementation of the Civil Registry Laws and regulations plans and implements a coordinated, continuous and systematic campaign for registration of vital events;
4. Supervises and reviews the work of subordinate employees in compiling, classifying, consolidating, computing of statistical data gathered;
5. Reviews workload analysis and budget proposal/cost estimates for various statistical and civil registration activities/operations: recommends the approval of cash disbursements for administrative and operational expenses;
6. Reviews final statistical tables/summary and finalizes analytical reports/IEC materials for publication/news updates/releases;
7. Formulates plans and programs for technical assistance provided to other local statistical gathering agencies to maximize local resources and avoid duplication of efforts and inconsistent statistics;
8. Assists in coordinating with local governments and other local statistical agencies in data and makes necessary recommendations in maximizing local resources and avoid duplication efforts and inconsistent statistics;
9. Prepares studies/research papers designed for improvement and innovations of existing work processes/outputs on statistical/civil registration/administrative activities/operations; and
10. Performs other tasks that may be assigned by supervisor/s.

**C. Statistical Specialist II (SG-16)**

* 1. Prepares corresponding accomplishment reports;
  2. Helps establish recruitment and training procedures for provincial personnel to be utilized for census and survey operations in accordance with Central Office overall plans;
  3. Prepares coding and editing instructions and quality control procedures for data processing;
  4. Recommends types of data to be collected, the concepts and definitions to be used, etc. for greater comparability of data and in order to eliminate overlapping or duplication of activities;
  5. Investigates causes of discrepancies of certain data between the PSAs figures and those of other offices and makes recommendations on how discrepancies may be minimized or eliminated;
  6. Computes statistical measures for data produced;

Reviews work methods and level of production established for the various type of work undertaken and helps institute efficient work methods and devise a system of work allocation to statistical assistants to ensure an equitable distribution of work;

* 1. Undertakes researches on the type of statistical organization in different subject matter fields including the concepts, definitions, classification systems and methodology used;
  2. Conducts study and prepares report on the methods employed, the coverage and the limitations of statistical data produced by the office and those of other statistical agencies in similar fields;
  3. Prepares cost estimates, workload analysis, financial and narrative reports for each survey/project/activity;
  4. Assists in the field supervision of statistical activities/operations, preparation of news updates/releases/publications of produced data and in the performance of civil registry functions of the office; and
  5. Acts as Officer-in-Charge of the province in the absence of the Provincial Statistics Officer; and
  6. Performs other tasks that maybe assigned by supervisor/s.

**D. Registration Officer II (SG-14)**

1. Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars and application/renewal of Authority to Solemnize Marriage;
2. Evaluates the completeness of Certification of Registration of Authority to Solemnize Marriage (CRASM) and other civil registry documents;
3. Ensures proper keeping and maintenance of civil registry documents;
4. Secures civil registry forms/security papers;
5. Coordinates with the LCRO in connection with the submission of civil registry documents;
6. Supervises CRS/BReqs outlets;
7. Conducts training on civil registration;
8. Attends query of clients/general public and stakeholders;
9. Attends Mobile Registration and other civil registration activities:
10. Prepares and provides information dissemination materials concerning civil registration;
11. Attends court hearings regarding civil registration cases;
12. Reviews reports on field verification concerning Solemnizing Officer/s and churches;
13. Reviews vital statistics reports of the region/province; and
14. Performs other tasks that may be assigned by supervisor/s.

**E. Statistical Analyst (SG-11)**

1. Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness. consistency and completeness of entries;
2. Assists in the computation of statistical measures and indices for data produced;
3. Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases;
4. Conducts study and prepares report on the methods employed, the coverage and the limitations of statistical data produced by the Office and those of other statistical agencies in similar fields;
5. Helps institute efficient work methods of established production levels for the various types of work undertaken and devise system of work allocation to statistical assistants to ensure an equitable distribution of work among them within target periods:
6. Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office;
7. Prepares correspondence and other administrative reports of the Statistical Division/Unit; and
8. Perform other tasks that maybe assigned by supervisor/s.

**F. Administrative Officer I (SG-10)**

1. Issues Official Receipts for general fund and trust fund;
2. Denominates the amount of salaries in weekly payrolls of regular employees;
3. Assists in counting and putting money inside pay envelops during paydays;
4. Balances the collection fees from civil registry documents, trust funds and census publication;
5. Makes entries in cash book from collections and types the remittance advice; and
6. Performs other tasks that may be assigned by supervisor/s.

**G. Registration Officer I (SG-10)**

1. Screens and evaluates birth, death and marriage documents from the Local Civil Registrars;
2. Signs certification on the status of persons requested by the general public;
3. Assists the section chief in coordinating with the local civil registrars;
4. Assists in studying procedures and techniques for more effective civil registration; and
5. Performs other tasks that may be assigned by supervisor/s.

**H. Administrative Assistant III (SG-9)**

1. Assists in the review and analysis of recording of transactions and preparation of financial statements of regional offices;
2. Prepares monthly trial balance and other report for special funds. prepares bank reconciliation statement;
3. Posts financial transactions to general and subsidiary ledgers; and
4. Prepares other financial reports that may be requested by the DBM. COA, etc.; and
5. Performs other tasks that may be assigned by supervisor/s.

**I. Assistant Statistician (SG-9)**

1. 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;
2. Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data;
3. Prepares worksheet formats for data compilation and summarization; computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas;
4. Maintains complete and up to date listing of different surveys covered in the annual, quarterly and monthly surveys in the province;
5. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report;
6. Performs civil registration functions by providing data needs to the Local Gov't. Units, private entities or NGO's, individuals, etc.;
7. Keeps record/control of applications of authority to solemnize marriage and release of Certification of Registration and Authority to Solemnize Marriage (OCRG) and review for completeness of requests on civil registry documents for SECPA;
8. Reviews and tabulates births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General;
9. Revises a system of mailing, receipt and follow-up program for the establishment surveys for higher response in accordance with the timetable set by Regional Office; and receives and records all incoming/outgoing questionnaires/forms, communications for distribution/routing to concerned units/employees; and
10. Performs other tasks that may be assigned by supervisor/s.

**J. Administrative Assistant II (SG-8)**

1. Posts entries from the special journals and general to the ledger;
2. Posts payment made to the Request of Obligation and Allotment (ROA) to determine at any time balance of unliquidated obligations;
3. Posts entries requiring subsidiary from special journal to subsidiary ledgers of accountable journal;
4. Types journal adjusting entries for all account that needed correction from the special journal;
5. Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills, and
6. Prepares draft of financial statements such as trial balance, statement of savings and overdraft in allotment and other supporting schedules; and
7. Performs other tasks that may be assigned supervisor/s.

**K. Administrative Aide VI (SG-6)**

1. Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity;
2. Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas;
3. Assists in the preparation of statistical tables and other devices;
4. Maintains complete and up to date listing of different surveys covered in the annual, quarterly and monthly surveys in the province;
5. Sets worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, etc. utilizing established formulas;
6. Assists in the preparation of simple questionnaires in filling up and in pretesting them in the fields.
7. Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and
8. Performs other related tasks assigned by supervisor/s.