

**PHILIPPINE STATISTICS AUTHORITY**  
**LIST OF VACANT POSITIONS - Contract of Service Workers**  
 Posting Period: 20 APR 2023 to 30 APR 2023

NO.	POSITION TITLE (with major tasks/functions)	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
	<b>TOTAL</b>		<b>13</b>								
1	<b>Public Relations Officer III (Monitoring)</b>  - Leads the development and finalization of process flows with Subject Matter Divisions (SMDs) concerning pending registrations and PhilIDs and ePhilIDs for replacement or updating; - Coordinates closely with SMDs for the masterlist of pending registrations and PhilIDs/ePhilIDs for replacement or updating; - Maintains the database and leads the progress monitoring of pending registrations to PhilSys as well as registered persons with PhilIDs/ePhilIDs for replacement or updating; - Strategizes and leads the coordination with PSA Field Offices and other stakeholders at the regional and provincial levels for reaching out to individuals affected; and - Performs other related tasks as may be assigned by the Unit Supervisor.	18	2	PRO-FMCMS-FGD-Customer Care Unit	Bachelor's degree	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php45,203.00	Php9,040.60	Preferably knowledgeable in monitoring and evaluation tools and softwares, databases, MS Excel, Looker Studio  Preferably with experience in project management, monitoring and evaluation, customer service, and writing policies/guidelines/manuals  Preferably with excellent communication skills and eye for detail  Preferably graduate in Communication, Industrial Engineering, Public Administration, Social Work, Community Development
2	<b>Public Relations Officer II</b>  - Drafts and assists in the finalization of process flows with SMDs concerning pending registrations and PhilIDs and ePhilIDs for replacement or updating; - Coordinates closely with SMDs for regular updates and new/incoming batch of pending registrations and PhilIDs/ePhilIDs for replacement or updating; - Coordinates with PSA Field Offices for reaching out to individuals affected; - Assists in the maintenance of the Unit's database and progress monitoring; and - Performs other related tasks as may be assigned by the Unit Supervisor.	15	4	PRO-FMCMS-FGD-Customer Care Unit	Bachelor's degree	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php35,097.00	Php7,019.40	Preferably knowledgeable in monitoring and evaluation tools and softwares, databases, MS Excel, Looker Studio  Preferably with experience in project management, monitoring and evaluation, customer service, and writing policies/guidelines/manuals  Preferably with excellent communication skills and eye for detail  Preferably graduate in Communication, Public Administration, Industrial Engineering, Social Work, Community Development
3	<b>Public Relations Officer I</b>  - Engages proactively with clients with pending registrations and those needing updating or replacement for their PhilIDs or ePhilIDs through available channels; - Establishes rapport with clients and assist them in completing the next registration steps to PhilSys; - Documents and records engagement with clients; - Obtains feedback from clients served; - Coordinates with PSA Field Offices for reaching out to individuals affected; and - Performs other related tasks as may be assigned by the Unit Supervisor.	11	6	PRO-FMCMS-FGD-Customer Care Unit	Bachelor's degree	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php25,439.00	Php5,087.80	Preferably with experience in customer service and writing policies/guidelines/manuals  Preferably with excellent communication skills and eye for detail  Preferably graduate in Communication, Public Administration, Social Work, Community Development

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4	<b>Public Relations Assistant</b> - Provides administrative support to the Unit and act as the liaison officer of the Unit; - Receives, controls, and keeps log of all incoming and outgoing documents and communications; - Assists in personnel matters, record-keeping, procurement, mailing/shipping, and maintenance of office supplies, equipment, and general services; - Assists in the preparation of COSW payroll, reimbursement, administrative reports, and communications; and - Performs other related tasks as may be assigned by the Unit Supervisor.	8	1	PRO-FMCMS-FGD-Customer Care Unit	Completion of at least two years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Subprofessional/First Level Eligibility	Php18,998.00	Php3,799.60	Preferably with excellent communication skills and eye for detail  Preferably with 1 year experience in administrative position  Preferably with 4 hours of administrative training (e.g., procurement, accounting QMS)

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