

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers

Posting Period: **25 JUL 2023** to **04 AUG 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)	
TOTAL			6						Php62,449.00	Php12,489.80	
1	Attorney III - Evaluates Contracts, MOAs, MOUs, and other documents for the PSA, primarily for PRO, CRCSO and CBSS; - Formulates and recommends for implementation of policies, rules and regulations, orders, circulars, memoranda, contracts; - Conducts research on pertinent laws, decisions, opinions, etc. applicable and/or related to a particular case; - Liaising with both Houses of Congress on legislative matters affecting the PRO, CRCSO and CBSS; - Assists legislators in facilitating their requests for technical assistance on statistics and civil registration matters; - Coordinates with the commitments of the PSA with the other government agencies in the PSS, GOCCs, academe and private sector; - Represents PSA in cases of non-compliance in the laws administered by the PSA or for violation of CA No. 591, before judicial or administrative bodies; - Prosecution of cases in courts and litigation management; - Prosecutes and conducts investigation in relation to administrative cases; and - Preparation and submission of Court Compliance and Manifestations.	21	2	ONS-LS-CMSU	Bachelor of Laws	With at least 1 year of relevant experience	With at least 4 hours of relevant training	RA 1080 (Bar)	Php62,449.00	Php12,489.80	With good communication and legal skills
2	Attorney III - Prosecution of cases in courts and litigation management of Civil Registration and PhilSys; - Represents PSA in cases of non-compliance in the laws administered by the PSA or for C.A No. 591, before judicial or administrative investigating bodies; - Prosecutes and conducts investigation in relation to administrative cases; - Preparation and submission of Court Compliance and Manifestations; - Evaluates Contracts, MOAs, MOUs, and other documents for PSA, primarily for the PRO, CRS and CBSS; - Formulates and recommends for implementation of policies, rules and regulations, order circulars, memoranda; - Conducts research on pertinent laws, decisions, opinions, etc. applicable and/or related to a particular case; - Liaising with both Houses of Congress on legislative matters affecting the PSS and CVSS; - Assists legislators in facilitating their requests for technical assistance on statistics and civil registration matters; and - Coordinates with the commitments of the PSA with the other government agencies in the PSS, GOCCs, academe and private sector.	21	2	ONS-LS-LMU	Bachelor of Laws	With at least 1 year of relevant experience	With at least 4 hours of relevant training	RA 1080 (Bar)	Php62,449.00	Php12,489.80	With good communication and legal skills

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3	Project Coordinator III - Assists the Project Manager in overseeing major projects related to PhilSys; - Conducts evaluation on project performance using appropriate systems, tools and techniques; - Resolves open action items in vendor registry and reports/escalates to Project Manager (PM) as needed; - Assesses and evaluates the overall progress of module/subsystem developments and monitors the accomplishments of needed documentation in relation to any delays; - Manages the relationship of the PhilSys Project Management Staff (PPMS) unit with the micro team members; - Ensures proper creation and maintenance of comprehensive project documentation; - Facilitates vendor meetings and reviews meeting minutes and registry updates; and - Assists the PM in overseeing documentation for acceptance and payment.	18	1	PhilSys Project Management Staff	Bachelor's degree relevant to the job	With at least 2 years proven work experience as a Project Coordinator or similar role	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php45,203.00	Php9,040.60	
4	Legal Researcher I - Reviews and identifies provisions in contracts that can be used as basis for decision making; - Evaluates the progress of the assigned module; - Develops and or suggests templates needed for reporting and project monitoring; - Trains and monitors the micro team members in filling up approved reporting template and documentation; - Drafts, reviews and seeks inputs/approval on legal documents and reports as needed in relation to any delay, Service Level Agreement (SLA) Liquidated Damages (LD) or payment of the project; and - Updates vendor registries and assists in meeting documentation.	13	1	PhilSys Project Management Staff	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php29,798.00	Php5,959.60	