

**PHILIPPINE STATISTICS AUTHORITY**  
**LIST OF VACANT POSITIONS - Contract of Service Workers**  
 Posting Period: **28 NOV 2023** to **08 DEC 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>19</b>								
1	<b>Information Systems Analyst III</b>  - Undertakes the development of Community-based Monitoring System (CBMS) Management Information System (MIS);  - Conducts code review and systems integration of CBMS MIS with other CBMS systems and applications;  - Collaborates with the IT department on integration and optimization strategies of the CBMS Information and Communication (ICT) infrastructure.  - Prepares documentation manual, system user guide, and Frequently asked questions (FAQs) for the CBMS MIS;  - Provides technical support to the stakeholders related to the use of CBMS MIS;  - Gathers user experience feedback from stakeholders and testers to further improve the system; and  - Assists in overseeing the timeliness of the project.	19	1	CTCO-CBSS-CBSD	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 49,835.00	Php9,967.00	Preferably graduate of Computer Science, Information Systems, Computer Engineering, or related field.  Preferably with experience as software developer and has a strong knowledge in systems integration and code review.  Preferably with experience and background in Agile software development principles, test-driven development (TDD), server configuration, frontend and backend web development, RESTful API, database management using SQL and/or NoSQL, and Git workflow.  Knowledge in using Typescript is an advantage.
2	<b>Administrative Officer V (Training Specialist III)</b>  - Assists in drafting pertinent documents relevant to the planning and implementation of learning and development interventions (i.e., training designs, guidelines, memoranda, etc.);  - Assists in committee meetings through secretarial membership/s;  - Assists in the development, formulation and execution of policies, regulations and others in all areas of career and personal development in accordance with the civil service laws and rules;  - Drafts the annual training calendar, subsequent revisions, and/or catch-up plans;  - Prepares budget requirement/s for the various training programs, scholarship programs, and other programs for the operation of the section;  - Serves as resource person in training programs and seminars;  - Represents the division/agency on various meetings relative to training, scholarship, and other programs/interventions;  - Prepares lectures and hand-outs for in-house training programs;  - Acts as lecturer of some identified in-house training programs, seminars & workshops; and  - Coordinates with training providers/scholarship sponsoring agencies on the available training/scholarship programs.	18	1	CRCSO-FAS-HRD	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 45,203.00	Php 9,040.60	

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3	<b>Information Systems Analyst II</b>  - Primarily serves as a developer of either > Community-based Monitoring System (CBMS) Management Information System (MIS) or > CBMS application and computer-assisted web interview (CAWI) or computer-assisted personal interview (CAPI) application;  - Prepares a well-designed database structure, Annual Poverty indicators (APIs), and middleware to ensure consistency, efficiency, and security of the system;  - Provides technical support to the stakeholders related to the use of CBMS systems and applications;  - Assists in the preparation of documentation manual, system user guide, and Frequently asked questions (FAQs) for CBMS systems and applications; and  - Provides technical support to the field offices on the use of CBMS systems and applications.	16	3	CTCO-CBSS-CBSD	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 38,150.00	Php7,630.00	Preferably graduate of Computer Science, Information Systems, Computer Engineering, or related field.  Preferably with experience as software developer: - Having knowledge and experience in backend web development using prominent programming languages such as PHP, JavaScript/Typescript (using Node JS), or Python as well as database management using SQL and/or NoSQL.  Preferably with background in RESTful API, frontend web development, and Git workflow OR - With background in Android mobile development preferably Java and other web frameworks that can transpile into a native with format.  Knowledge in database management using SQL (SQ Lite) and/or NoSQL (PouchDB and CouchDB).
4	<b>Information Systems Analyst II</b>  - Primarily serves as a developer of either > Community-based Monitoring System (CBMS) Management Information System (MIS) or > CBMS application and computer-assisted web interview (CAWI) or computer-assisted personal interview (CAPI) application;  - Prepares a well-designed database structure, Annual Poverty indicators (APIs), and middleware to ensure consistency, efficiency, and security of the system;  - Provides technical support to the stakeholders related to the use of CBMS systems and applications;  - Assists in the preparation of documentation manual, system user guide, and Frequently asked questions (FAQs) for CBMS systems and applications; and  - Provides technical support to the field offices on the use of CBMS systems and applications.	16	1	CTCO-CBSS-GMD	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 38,150.00	Php7,630.00	Preferably graduate of Computer Science, Information Systems, Computer Engineering, or related field.  Preferably with experience as software developer: - Having knowledge and experience in backend web development using prominent programming languages such as PHP, JavaScript/Typescript (using Node JS), or Python as well as database management using SQL and/or NoSQL.  Preferably with background in RESTful API, frontend web development, and Git workflow OR - With background in Android mobile development preferably Java and other web frameworks that can transpile into a native with format.  Knowledge in database management using SQL (SQ Lite) and/or NoSQL (PouchDB and CouchDB).

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5	<b>Statistical Specialist II</b>  - Primarily serves as a developer of either: 1. Management Information System (MIS) executive dashboard: > Develops monitoring and executive dashboards to be integrated into the Community-based Monitoring System (CBMS) MIS; > Designs and develop data visualizations to be used in the MIS dashboard and other reports;  2. Data processing system: > Develops data processing system; > Creates a well-designed data validation application;  - Provides technical support to the stakeholders related to the use of CBMS systems and applications; and  - Assist ins the preparation of documentation manual, system user guide, and Frequently asked questions (FAQs) for CBMS systems and applications.	16	2	CTCO-CBSS-CBSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php 38,150.00	Php7,630.00	Preferable skills, either:  - Having a background in dashboard development; - Preferably with knowledge in data management and visualization; and - Knowledge in any statistical software/programming language (e.g., R, Python, and SQL); OR  - With skills in project management in relation to the conduct of research or statistical surveys; - With work experience and intermediate knowledge in any statistical software/programming language (e.g., R, Phyton, and SQL) and Office software (e.g., spreadsheet, word processing, presentation); and - With excellent written and verbal communication skill.
6	<b>Statistical Specialist II</b>  <b>Assists in the compilation and generation of the Wholesale Price Index (WPI) and International Comparison Program (ICP);</b>  - Assists in the preparation of budget estimates for WPI and ICP; - Provides inputs for the updating of the manual of survey operations and processing of data for WPI; - Reviews and validates price reports for WPI; - Prepares statistical tables on WPI; and - Assists in the various works in rebasing the WPL	16	1	SSO-ESSS-PSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php 38,150.00	Php 7,630.00	
7	<b>Statistical Specialist II</b>  - Reviews and validates price reports for the General Retail Price Index (GRPI) and Construction Materials Retail Price Index (CMRPI);  - Prepares statistical tables for GRPI and CMRPI;  - Assists in the preparation of budget estimate for the GRPI and CMRPI; and  - Assists in the various works in rebasing the WPI.	16	1	SSO-ESSS-PSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php 38,150.00	Php 7,630.00	

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8	<b>Administrative Officer IV (Training Specialist II)</b>  - Assists in drafting pertinent documents relevant to the functions of the section (i.e., letters, concept notes, training advisories, referenda, memorandum, etc.);  - Assists in the monitoring of scholarship programs available and facilitating the submission or completion of documentary requirements of endorsed nominees;  - Conducts research of available scholarships and coordinates with sponsoring agencies;  - Assists in training implementation;  - Assists in the dissemination of trainings and scholarship programs;  - Assists in drafting of service contract and financial obligation of the scholars; and  - Assists in screening the qualifications of nominees to the training/scholarship programs.	15	1	CRCO-FAS-HRD	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 35,097.00	Php 7,019.40	
9	<b>Project Development Officer II</b>  - Leads in the development of Community-based Monitoring System (CBMS) E-learning Management;  - Identifies the CBMS-related topics/modules that needs to be developed;  - Designs blended learning solutions;  - Applies adult learning theories to ensure that learners get the best out of their development;  - Coordinates and consults with the concerned personnel/division/service on the development of CBMS E-learning Management;  - Prepares timetable of activities for the development of modules that are attuned with the CBMS timetable of activities;  - Keeps personal skills and knowledge up to date and exploring opportunities for personal growth;  - Participates in the capacity-building and wellness programs of the division.	15	1	CTCO-CBSS-OANS-CPUCU	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php 35,097.00	Php 7,019.40	

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10	<b>Administrative Officer II (Custodian of Documents)</b>  - Maintains storage of all classified matters in the PSA and PhilSys Registry Office (PRO);  - Maintains registry of classified matters, showing all classified matters received and to whom it was transmitted;  - Maintains current roster of PSA and PRO personnel authorized to access classified matters for each classification in the office;  - Assists the Security Officer in the establishment and maintenance of the Security Investigation Index;  - Ensures physical security of classified matters in the PSA and PRO;  - Conducts an inventory of all Top Secret and Secret Matters in the PSA and PRO;  - Maintains records of destroyed Top Secret and Secret matters in the PSA and PRO;  - Upon his/her relief, account for all Top Secret and Secret matters by inventory and transmit the same to his successor; and  - Store all documents related to Data Protection and Security.	11	1	ONS-LS-DPSU	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 25,439.00	Php 5,087.80	
11	<b>Information Officer I</b>  - Provides inputs on the development of communication and publicity plans for strategic improvement of information dissemination of PSA products and services;  - Drafts information, education, and communications (IEC) materials such as press releases, social cards, and audiovisual presentations that are for the consumption of targeted audiences;  - Assists in conducting researchers and updates on all printed publications being release by the service, including online statistical data service such as website, portal and intranet;  - Collates all advocacy-related materials and stores them properly;  - Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth; and  - Participates in the capacity-building and wellness program of the service.	11	1	CTCO-CBSS-OANS-CPUCU	Bachelor's degree	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 25,439.00	Php 5,087.80	

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12	<b>Information Systems Analyst I</b>  - Serves as: > User Interface/User Experience designer; > frontend developer of Community-based Monitoring System (CBMS) Management Information System (MIS); > developer of CBMS Application with computer-assisted web interview (CAWI) or computer-assisted personal interview (CAPI); or > system tester;  - Provides technical support to the stakeholders related to the use of CBMS systems and applications; and  - Assists in the preparation of documentation manual, system user guide, and Frequently asked questions (FAQs) for the CBMS systems and applications.	12	1	CTCO-CBSS-CBSD	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 27,608.00	Php 5,521.60	Preferably graduate of any of the following Bachelor's Degrees: Computer Science/Information Technology; Information Systems Management; Business Information Systems; BS Mathematics; Computer Engineering; or any other related course.  Preferably with work experience or intermediate knowledge and skills in: Preferable skills (any of the enumerated below): - UI/UX design; - Frontend web development using JavaScript/Typescript or any web frameworks like VueJS and ReactJS; - Knowledge in backend development using PHP, NodeJS or Python, SQL, NoSQL or any database management tool are also preferable; - With background in Android mobile development preferably using Java and other web frameworks that can transpile into a native format; - Knowledge in writing test cases; and - With background in writing end-to-end and unit tests using any testing library is a plus.  - Preferably with training (statistics, web and application development and quality assurance, and database management)
13	<b>Statistical Analyst</b>  - Performs overall secretarial duties for the Assistant National Statistician such as calendaring of appointments, responding to emails, preparing pertinent documents, among others;  - Supervises other personnel assigned at the Office of the Assistant National Statistician;  - Assists in the preparation of technical and administrative reports about CBMS advocacy, capacity development programs and coordination activities; and  - Assists in the coordination with PSA field offices and LGUs in the conduct of local CBMS activities.	11	1	CTCO-CBSS-OANS	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php 25,439.00	Php 5,087.80	
14	<b>Administrative Assistant V</b>  - Assists in the preparation of procurement and other documentary requirements of the division, including monitoring of its documents; and  - Assists in the preparation of budget plans and reports, including monitoring/reporting of the budget utilization.	11	1	PRO-SISS-ISMD	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Subprofessional/ First Level Eligibility	Php 25,439.00	Php 5,087.80	Knowledgeable in the use of MS Office, productivity tools, e-mail communications, and office ICT equipment  Preferably familiar with government procurement and the preparation of budget and procurement documents  Familiarity with IT system technical support is an advantage

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15	<b>Assistant Statistician</b>  - Helps in the preparation of presentation and other materials for the conduct of various meetings/activities related to the Community-based Monitoring System;  - Assists in the coordination between and among the service's divisions and units concerning the units' plans, strategies, and activities;  - Provides general administrative and clerical support and maintain electronic and hard copy filing system;  - Screens all incoming documents of the unit and directs them to the concerned personnel for their appropriate action; and  - Prepares all documentary requirements attached to the payroll and claims of the unit's personnel.	9	1	CTCO-CBSS- OANS-CPUCU	Completion of 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	Php 20,402.00	Php 4,080.40	
16	<b>Administrative Aide VI</b>  - Encodes drafts of various correspondences and reports prepared by the supervisor;  - Performs liaison functions;  - Provides administrative support to the unit;  - Encodes reports, policies, directives, circulars, memoranda, rules and regulations, and information for dissemination to and/or implementation by various divisions and units;  - Monitors and manages the office supplies of the unit;  - Sorts, checks active and in-active records/documents for bookbinding and/or disposal; and  - Safekeeps and maintains personnel records.	6	1	CTCO-CBSS- OANS-CPUCU	Completion of two years studies in college	None required	None required	Preferably with Career Service Subprofessional/ First Level Eligibility	Php 17,553.00	Php 3,510.60	

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