

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE  
POSTING PERIOD 18 DEC 2023 TO 02 JAN 2024

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>TOTAL</b>			<b>27</b>							
1	<b>Senior Statistical Specialist</b> - Conducts higher level methodological and analytical studies for improvement of statistical processes; and - Reviews research plans, research reports, and other outputs prepared by lower level statisticians.	19	1	ONS-SMU	PSA-SRSTATS-74-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) 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)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	<b>Statistical Specialist II</b> - Generates, compiles, consolidates, and updates statistics/indicators on the assigned subject matter; and - Prepares statistical reports/articles, memoranda, resolution, letters, and other official documents related to the output of the division.	16	1	SSO-ESSS-CSD	PSA-SS2-233-2015	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	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	<b>Statistical Specialist II</b> - Compiles, consolidates, generates, updates, analyzes statistics/indicators and prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division; and - Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches.	16	1	SSO-ESSS-SSD	PSA-SS2-415-2015	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	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
4	<b>Statistical Specialist II</b> - 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.; and - Prepares timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations.	16	2	SSO-SSSS-LSRSD	PSA-SS2-495-2015 PSA-SS2-299-2015	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	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
5	<b>Statistical Specialist II</b> - Generates, compiles, coordinates, and updates statistics/indicators on the assigned subject matter; and - Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division.	16	1	SSO-SSSS-PHSD	PSA-SS2-483-2015	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	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
6	<b>Planning Officer II</b> - Facilitates the formulation and coordination of policies and guidelines related to the PhilSys; - Revisits and reviews existing policies to continually improve processes and procedures for the sustainability of the PhilSys; - Recommends possible improvements and addendum in the policies consistent with the PhilSys implementation plan; and - Performs secretariat functions to the assigned PhilSys Technical Working Groups on Legal Affairs (TWG-LA) and Inter-Agency Committee on Legal Affairs (IAC-LA).	15	1	PRO-PCMS-PPCD	PSA-PLO2-1-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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7	<b>Project Development Officer II</b>  - Acts as the focal point for relying parties for all issues, including coordination with the PRO Device Certification and Relying Party Integration Division for the technical integration and testing process and with the PSA Legal Service on MOAs, DSAs and other legal issues for Social Protection agencies and institutions; and  - Develops Proofs of Concept (POCs) for new use cases, services and upgrades to the PhilSys.	15	1	PRO-UCDMS-SPUCD	PSA-PDO2-82-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
8	<b>Project Evaluation Officer II</b>  - Assists in the conduct of research and context assessment and analysis for the development of the monitoring and evaluation (M&E) framework for Philsys, including risk management; and  - Gathers and consolidates relevant M&E and risk management data necessary for reporting, in coordination with other PRO services, field offices, implementation partners (i.e., PhilSys vendors), and other development partners.	15	1	PRO-PCMS-MED	PSA-PEO2-8-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	<b>Statistical Specialist I</b>  - Prepares statistical tables/summary/analysis in preparation for publication/news/updates/releases; and  - 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.	13	1	CRCSO-CRS-VSD	PSA-SS1-161-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year 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)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	<b>Statistical Specialist I</b>  - Gathers inputs for the formulation of guidelines and criteria, updating, amending or revising the standard classification systems for adoption by all government agencies engaged in statistical operations;  - Participates in the provision of technical assistance to other government agencies and LGUs on standard classification systems; and  - Assists in coordinating with other government agencies and LGUs on the adoption of prescribed standard statistical systems in their business processes and other local databases.	13	1	CTCO-SS-SCD	PSA-SS1-121-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year 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)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
11	<b>Statistical Specialist I</b>  - Generates, compiles, consolidates, and updates statistics/indicators on the assigned subject matter; and  - Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division.	13	1	SSO-MAS-IAD	PSA-SS1-135-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year 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)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	<b>Statistical Specialist I</b>  - Assists in the preparation of statistical reports/articles, memoranda, letters, and other official documents related to labor & employment, LabStat reports, and other outputs of the division; and  - Processes and tabulates survey/admin-based data and prepares survey instruments/ materials for statistical activities.	13	1	SSO-SSSS-EDSD	PSA-SS1-90-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year 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)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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13	<b>Administrative Officer II</b>  - Assists the General and Administrative Services Section (GASS) Head in the administration and management of general services of the PSA Central Office;  - Assists in the monitoring and management of general services and coordination with the end-users;  - Assists in the scheduling of training/meeting room requests;  - Coordinates with end-user and other sections within GSD as to the processing of payment of utilities;  - Maintains the quality management on control of document within GSD;  - Assists in the monitoring and supervision of the janitorial and security services;  - Performs tasks related to Inspection of ICT Items.	11	1	CRCSO-FAS-GSD	PSA-ADOF2-111-2015	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14	<b>Computer Maintenance Technologist I</b>  - Provides technical helpdesk support to the PhilSys implementation including technical support to field offices for the operations of registration client, network, and system operations; and  - Sets up, installs, configures, maintains, and repairs of PhilSys ICT equipment and peripheral devices.	11	1	PRO-SISS-ISMD	PSA-CTMT1-70-2021	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15	<b>Statistical Analyst</b>  - Assists the team leader in all establishment-based survey activities for selected industry of Manufacturing Sector; and  - Assists in the preparation of statistical reports such as publication and special releases including lay-out of publication and conversion to PDF.	11	1	SSO-ESSS-ISD	PSA-SA-351-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16	<b>Statistical Analyst</b>  - Collects, organizes and reviews data for the generation of estimates of the assigned sector and/or subject matter of National and Regional Accounts and other related accounts and indicators; and  - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolution, letters and other officials documents related to the output of the division.	11	1	SSO-MAS-EAD	PSA-SA-261-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17	<b>Statistical Analyst</b>  - Collects and compiles statistical data/indicators on Philippine Development, governance, security, justice, peace, education, social protection, and other related sectors;  - Maintains the statistical data files and assist in the organization and updating of databases of the division;  - Gathers information as inputs for the preparation of statistical reports and assist preparation of statistical reports;  - Monitors submission of field reports; and  - Assists in processing survey/admin-based data, including checking completeness and consistency.	11	1	SSO-SSSS-SDSD	PSA-SA-406-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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18	<b>Administrative Officer I</b> - Assists the Transportation and Motorpool Unit Head; - Assists in the preparation of payroll of GSD Contract of Service Workers; - Assists in the receipt and control of incoming/outgoing documents; - Assists in preparing the minutes of meetings, notice of meetings, attendance and excerpt of the minutes of the meetings for meetings within the division; - Prepares Summary of Payments and Disbursement Vouchers for various utilities; and - Prepares monthly summary of fuel efficiency of PSA vehicles for submission to the Department of Energy.	10	1	CRCO-FAS-GSD	PSA-ADOF1-462-2015	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	<b>Registration Officer I</b> - Assists the Registration Officer II in resolving cases with possible identity misrepresentation or fraud; and - Assists in the preparation of all required documentation and reports from the conduct of identity investigation and provide required technical support and assistance towards the achievement of division targets.	10	1	PRO-FMCM-FMD	PSA-REGO1-53-2021	Bachelor's degree	None required	None required	Career Service Professional/Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20	<b>Administrative Assistant III</b> - 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; and - Assists the immediate supervisor in the preparation of administrative reports and communication.	9	1	CRCO-FAS-GSD	PSA-ADAS3-69-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21	<b>Assistant Statistician</b> - Assists in the geotagging and map-making activities for Community-Based Monitoring System (CBMS) purposes; - Prepares administrative reports and documents to facilitate procurement of supplies, materials, and equipment to facilitate division operations and CBMS geotagging activities; - Assists in the coordination with PSA field offices and LGUs in the conduct of CBMS geotagging activities; - Assists in the coordination of workshops and meetings on GIS-related activities in CBMS; - Monitors incoming and outgoing documents of the division; - Archives important files of the division; - Prepares payroll-related documents of the division; - Assists in the preparation of QMS-related documents and prepares monitoring reports on division's compliance to QMS standards; and - Monitors the inventory of equipment and supplies of the division.	9	1	CTCO-CBSS-GMD	PSA-ASTAT-10-2021	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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22	<b>Administrative Assistant II</b> - Keeps and maintains all files (memoranda, correspondence, reports); and - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff.	8	1	CRCO-CRS-CRMD	PSA-ADAS2-84-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
23	<b>Administrative Assistant II</b> - 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; and - Assists the immediate supervisor in the preparation of administrative reports and communication.	8	2	CRCO-CRS-CRSD	PSA-ADAS2-68-2015 PSA-ADAS2-76-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
24	<b>Administrative Aide VI (Clerk III)</b> - Receives and controls queries concerning civil registry documents; - Compiles and files office correspondence, letters, endorsements, circulars, office orders, and other reference materials; and - Assists clients for their queries concerning civil registry documents.	6	2	CRCO-CRS-CRMD	PSA-ADA6-54-2015 PSA-ADA6-60-2015	Completion of two years studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat