

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

Posting Period: **18 JAN 2024** to **28 JAN 2024**

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			10								
1	Administrative Officer V (Legal Assistant) - Conducts legal research; - Reviews Contracts, MOAs, MOUs, and other documents; - Drafting of legal opinion/advice and legal correspondence; - Appearance in judicial, quasi-judicial, and investigative bodies; - Attends to public queries; - Conducts preliminary investigation; - Prepares investigation report and decision for administrative cases; and - Reviews and certifies petitions under R.A 9048/10172.	18	1	ONS-LS	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 or its equivalent	Php46,725.00	Php9,345.00	
2	Information Systems Analyst II - Assists in the requirements analysis, planning, and implementation of new or enhanced systems to optimize business processes and improve system usage; - Assists in analyzing business issues, recommend possible solutions, and works with Subject Matter Division users and IT team for the actions needed to resolve the problems; - Prepares the necessary documentation and conduct the user training for the implementation of the proposed systems and enhancement of the existing systems; - Works closely with the IT teams and Subject Matter Division (SMD) teams to ensure successful implementation of their requirements; - Identifies areas for modification in existong programs and subsequently develop these modifications; - Evaluates systems performance and recommends corrective measure when necessary; - Writes and implement efficient codes; - Tests programs to ensure compliance to specifications and efficiency; - Does integration testing; - Troubleshoots, debugs, and resolves production issues; - Provides technical assistance to the different SMDs; - Works closely with other developers, and information systems analysts; - Prepares and submits the User's Manual for implementation; and - Conducts feasibility studies and research, which may be assigned from time to time.	16	1	CTCO-ITDS-SDD	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 or its equivalent	Php39,672.00	Php7,934.40	

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3	Statistical Specialist II - Reviews and monitors Press Releases, Special Releases, Publications and Infographics released by the three Services of SSO; - Drafts presentations and messages needed by the Deputy National Statistician; - Prepares and reviews outgoing letters and other correspondence; - Prepares minutes of meetings, and monitor action matters; - Consolidates reports of SSO Services, when needed; and - Reviews overlapping activities of the three Services of SSO as inputs to SSO Planning Workshop.	16	2	SSO-ODNS	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	Php39,672.00	Php7,934.40	
4	Statistical Specialist I - Assists in the review and monitoring of Press Releases, Special Releases, Publications and Infographics released by the three Services of SSO; - Assists in drafting presentations and messages needed by the Deputy National Statistician; - Assists in the preparation and review of outgoing letters and other correspondence; - Assists in the preparation of the minutes of meetings, and monitor action matters; - Assists in the consolidation of reports of SSO services; and - Assists in the review of overlapping activities of the three Services of SSO as inputs to SSO Planning Workshop.	13	1	SSO-ODNS	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php31,320.00	Php6,264.00	
5	Statistical Specialist I - Prepares various module towards institutionalization of the compilation of Provincial Product Accounts (e.g. sources of methods, manual for technical Training, conduct of PPA dissemination, etc.); - Assists in the quarterly, regional, and provincial national accounts estimation of assigned industry; - Reviews the data gathered and assist in the compilation, validation, consolidation and analysis of statistical data; - Assists immediate supervisor in spearheading coordination with focal persons in the regions; - Provides assistance in the organization, particularly on the updating of databases in the division; - Assists immediate supervisor in preparation of statistical reports, in the provision of technical and administrative input to statistical budget, capacity building, among others; and - Prepares press releases, news articles, special releases and assist in preparation of infographics, social cards, videographics, and other IEC materials.	13	2	SSO-MAS-EAD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Preferably with Career Service Professional/ Second Level Eligibility	Php31,320.00	Php6,264.00	

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6	Statistical Analyst - Coordinates with data source agencies for the data requirements; - Coordinates with the focal persons in the regional and provincial staff; - Collects and compiles statistical data; - Processes survey data/admin-based data including checking completeness and consistency; - Assists in the organization and updating of databases of the division; - Maintains the statistical data files of the unit/division; - Gather information as inputs for the preparation of reports; - Assists in the preparation of statistical reports; - Monitors submission of field reports; and - Prepares social cards, infographics, motion graphics, and other IEC materials.	11	1	SSO-MAS-EAD	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	Php27,000.00	Php5,400.00	
7	Statistical Analyst - Assists in the preparation and processing of survey data including checking of completeness and consistency for the 2023 Household Energy Consumption Survey (HECS); - Collects and compiles statistical data for the 2023 HECS; - Prepares and organizes the process documentation relative to the conduct of the 2023 HECS; - Assists in gathering information as inputs for the preparation of survey instruments, guidelines, and output reports for the 2023 HECS; - Assists in the preparation of draft statistical reports/articles, letters, and other official documents related to the output of the division for the 2023 HECS; - Assists in the organization and maintenance of statistical data files/databases of the division for the 2023 HECS; and - Monitors the submission of field reports for the 2023 HECS.	11	1	SSO-SSSS-DHSD	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	Php27,000.00	Php5,400.00	
8	Statistical Analyst - Assists in the preparation and processing of survey data including checking of completeness and consistency for the 2024 Annual Poverty Indicators Survey (APIS); - Collects and compiles statistical data for the 2024 APIS; - Prepares and organizes the process documentation relative to the conduct of the 2024 APIS; - Assists in gathering information as inputs for the preparation of survey instruments, guidelines, and output reports for the 2024 APIS; - Assists in the preparation of draft statistical reports/articles, letters, and other official documents related to the output of the division for the 2024 APIS; - Assists in the organization and maintenance of statistical data files/databases of the division for the 2024 APIS; and - Monitors the submission of field reports for the 2024 APIS.	11	1	SSO-SSSS-DHSD	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	Php27,000.00	Php5,400.00	