

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 18 JAN 2024 TO 28 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	
	TOTAL		27							
1	<p>Senior Statistical Specialist</p> <ul style="list-style-type: none"> - Supervises/leads the preparation of a program of statistical activities and project on management and coordination of the Philippine Statistical System and other PSS-wide concerns, and the integration of all sectoral programs into the Philippine Statistical Development Program; and - Supervises/leads the preparation/review of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports, and formulation of recommendations on the implementation of the System of Designated Statistics. 	19	1	CTCO-SS-SPPD	PSA-SRSTATS-124-2015	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	<p>Senior Statistical Specialist</p> <ul style="list-style-type: none"> - Reviews, evaluates and analyzes data and prepares statistical reports; - Supervises the implementation of the unit's work program; and - Assists in the preparation of the work programs and financial plans of the division related to the conduct of surveys. 	19	1	SSO-ESSS-FSD	PSA-SRSTATS-147-2015	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
3	<p>Senior Statistical Specialist</p> <ul style="list-style-type: none"> - Undertakes a program of research and analytical studies for the development of statistical concepts, classification system, techniques and procedures for more effective compilation, tabulation and dissemination of administrative-based data; and - Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data. 	19	1	SSO-ESSS-TSD	PSA-SRSTATS-149-2015	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
4	<p>Senior Statistical Specialist</p> <ul style="list-style-type: none"> - Provides technical assistance during the survey operations; - Prepares technical and administrative reports on the various surveys undertaken; - Reviews, evaluates, and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the labor and employment statistics; - Assists in the preparation of the work and financial plan of the division; - Leads in the generation, compilation, consolidation, and updating of labor and employment statistics/indicators; and - Performs review and validation of results of data collection and compilation activities. 	19	1	SSO-SSSS-IESD	PSA-SRSTATS-159-2015	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
5	<p>Information Systems Analyst II</p> <ul style="list-style-type: none"> - Implements data controls, standards and strategies in the management of data assets, registers, macrodata/microdata databases and relevant metadata; - Performs administration of the macrodata/microdata databases, data archiving and preservation facility; and - Assists data owners in the preparation and submission of macrodata/microdata (PUFs and raw data) and relevant metadata. 	16	1	CTCO-ITDS-RDMD	PSA-INFOSA2-83-2015	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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6	Statistical Specialist II - Compiles, consolidates, generates, updates, and analyzes the estimates of the assigned industry and/or subject matter of the national, regional and institutional sector accounts, and other related macroeconomic accounts and indicators; and - Prepares the technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-MAS-IAD	PSA-SS2-337-2015	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
7	Computer Maintenance Technologist II - Prepares IT hardware and software specifications for procurement and outsourcing; and - Performs other related work that may be assigned by the Information Systems Analyst II (Network Admin), Information Technology Officer I (Server and Network), Assistant Division Chief, Division Chief, Assistant National Statistician, and Deputy National Statistician.	15	1	PRO-SISS-ISMD	PSA-CTMT2-68-2021	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	Public Relations Officer II - Monitors and responds to public queries, feedback, and complaints received through the official email addresses, social media, public assistance complaints desk, SMS and contact center; - Recommends strategies that can be adopted and implemented by PSA for the improvement in handling feedback and grievances; - Monitors the progress of the reported or escalated grievance and ensures that all guidelines, policies, and procedures are implemented in accordance with the rules set by PSA and in compliance with ARTA; - Recommends policies and guidelines related to feedback and grievances; - Resolves complaints and concerns as appropriate; - Collaborates and follow up with SMDs for the response and resolution of the feedback and grievances to ensure appropriate and timely resolution; and - Reviews and monitors feedback and grievances regularly and close out the same when appropriate.	15	1	PRO-FMCS-FGD	PSA-PRO2-60-2021	Bachelor's degree	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	Statistical Specialist I - Assists in the preparation of statistical reports for Crops Survey; and - Processes and tabulates survey data on Crops Surveys.	13	1	SSO-ESSS-CSD	PSA-SS1-124-2015	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	Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division; and - Processes and tabulates survey data.	13	1	SSO-ESSS-PSD	PSA-SS1-118-2015	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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11	Accountant I - Assists in the preparation of financial reports/statements required by the Commission on Audit (COA) such as the Monthly and Quarterly Trial Balance, Monthly Bank Reconciliation and Journal Entry Vouchers, etc.; - Assists in the review of financial transactions and records of the regional offices periodically; - Assists in the monitoring and control of funds transferred to the regional/provincial offices by requiring the Bookkeepers and Disbursing Officers to maintain control worksheet and bank cash book, respectively, for every cash allocation received; and - Prepares journals, checks issued/disbursements by Disbursing Officers' Collection and Deposits Voucher and general journal.	12	3	CRCO-FAS-AD	PSA-A1-160-2015 PSA-A1-161-2015 PSA-A1-162-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	Statistical Analyst - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for census schedules, population and housing questionnaires, and corresponding instructions; and - Compiles, analyzes, and interprets data collected from the census of population and housing based on established statistical methods and prepares statistical charts, graphs and other infographics for public presentation.	11	1	CTCO-NGS-PHCD	PSA-SA-181-2015	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
13	Statistical Analyst - Processes export and any other administrative-based documents including checking of completeness and consistency; - Assists in the organization and updating of databases and reference files (Traders, country of origin/destination, local port of unloading/loading, Commodity, Feeders/Carriers/Vessels, Terms of Reference, Preferential Tariff) of the Trade Statistics Division; - Conducts queries on problems in the compilation of documents through phone calls, internet surfing, tariff finder, other government and private websites, etc; and - Assists in the preparation of statistical reports.	11	1	SSO-ESSS-TSD	PSA-SA-198-2015	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
14	Statistical Analyst - Collects, organizes, and reviews data for the generation of estimates of the 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, resolutions, letters and other official documents related to the output of the division.	11	1	SSO-MAS-IAD	PSA-SA-247-2015	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
15	Administrative Assistant V - Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, ect.) and screens all incoming routine papers requiring signature of the DNS (for proper endorsement, certification, and attachments); and - Keeps calendar of appointments of the DNS and prepares documents for international and domestic travels of the DNS.	11	1	SSO-ODNS	PSA-ADAS-8-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 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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16	Registration Officer I - Prepares communication for the Local Civil Registry Offices concerning on the submitted civil registry documents and other related inquiries from stakeholders; - Prepares concept notes, narrative and other administrative reports pertaining to the conduct of civil registration activities; and - Screens and evaluate registered civil registry documents undergone administrative and judicial processes.	10	1	CRCSO-CRS-CRMD	PSA-REGO1-83-2015	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
17	Registration Officer I - Executes procedures related to identity validation using technical solutions provisioned through the biometric identification system and the demographic verification system; and - Evaluates and resolves cases of possible duplication in identity registration.	10	3	PRO-ROS-IVD	PSA-REGO1-29-2021 PSA-REGO1-31-2021 PSA-REGO1-37-2021	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
18	Assistant Statistician - Assists in processing survey data including checking the completeness and consistency of data on livestock and poultry; - Updates and maintains the lists of sample households and establishments to be used for data collection activities on livestock and poultry; - Prepares status reports on statistical activities on livestock and poultry; and - Proofreads statistical tables generated from the statistical activities on livestock and poultry.	9	1	SSO-ESSS-LPSD	PSA-ASTAT-36-2015	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
19	Assistant Statistician - Assists in processing survey data including checking the completeness and consistency of establishment reports; - Updates and maintains the lists of sample establishments to be used for data collection activities; - Verifies, validates, and encodes questionnaires including consolidated reports and other special cases; - Receipts and controls of questionnaires using Monitoring and Tracking System (MTS) including preparation of status report; and - Proofreads statistical tables generated from the statistical activities on services sector.	9	1	SSO-ESSS-SSD	PSA-ASTAT-21-2015	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
20	Assistant Statistician - Assists in processing, compilation, and generation of foreign trade statistics from administrative-based reports; and - Updates and maintains various reference files necessary in the processing of import and export trade data.	9	1	SSO-ESSS-TSD	PSA-ASTAT-26-2015	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
21	Assistant Statistician - Assists in processing survey data including checking completeness and consistency; and - Updates and maintains the lists of sample households and establishments for data collection activities.	9	1	SSO-SSSS-LSRSD	PSA-ASTAT-41-2015	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	Administrative Assistant II - Computes leave credits; - Processes all kinds of leaves; - Prepares service records, appointment papers, certification of accumulated leave credits, employment and compensation; - Processes retirement papers; adjudicates retirement benefits pay; - Assists in the preparation of plantilla; - Takes charge in the safekeeping and maintenance of personnel records; and - Types certificates necessary for the processing of retirement pay.	8	1	CRCSO-FAS-HRD	PSA-ADAS2-90-2015	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	Administrative Aide VI (Clerk III) - 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	1	CRCSO-CRS-CRMD	PSA-ADA6-69-2015	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

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