

PHILIPPINE STATISTICS AUTHORITY  
 LIST OF VACANT POSITIONS - Contract of Service Workers  
 Posting Period: 22 MAR 2024 to 27 MAR 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)
<b>TOTAL</b>			<b>6</b>								
1	<b>Attorney III</b>  - Evaluate, review, perform legal research and due diligence on matters related to fraud and other violations under Republic Act No. 11055, Republic Act No. 10625, and Republic Act No. 11315 and make necessary action and/or draft relevant documents;  - Lead the investigation and review cases of possible fraud in civil registration, Philippine Identification System (PhilSys), identity authentication and disputes.  - Provide legal guidance to the investigating teams by recommending investigation plans and case resolutions;  - Assist in developing fraud-related policies and processes in relation to the implementation of the Philippine Identification System;  - Assist the Assistant Division Chief and Division Chief in carrying out the Division's mandate;  - Provide technical assistance in the issuance of legal opinions, for approval of the Division Chief, and  - Provide recommendations to the Legal Service for reports or cases that require legal action.	21	2	ONS-FMD	Bachelor of Laws	With at least 1 year of relevant experience	With at least 4 hours of relevant training	RA 1080 (Attorney)	Php 63,997.00	Php 12,799.40	
2	<b>Statistical Specialist I</b>  - Coordinate inputs from other sectoral divisions in the formulation of guidelines and criteria, for the development of the development of the Philippine Creative Statistical Classification System (PSCrCS) and Philippine Green Jobs Classification;  - Undertake research and analytical studies for the development and improvement of statistical concepts and definitions, of the Philippine Creative Statistical Classification System (PSCrCS) and Philippine Green Jobs Classification and other statistical standards;  - Prepare the draft classification systems including draft technical reports, memoranda, directive and other official papers;  - Conduct an assessment of the applicability to local requirements of developments in classification systems and techniques;  - Assist in the coordination and compilation of inputs to related to the development, updating, and/or revising of statistical classification systems;  - Assist in the coordination of invitations to the National Government Agency participants;  - Participate in the provision of technical assistance to other government agencies and other stakeholders related to the Statistical Classification Systems;  - Consolidate inputs and assist in the conduct of consultation meetings as well as preparation of communication to prospective stakeholders;  - Coordinate and consolidate inputs and updates, store revised classification systems into the database; and  - Assist in coordinating with other government agencies on the adoption of prescribed standard statistical classification.	13	1	CTCO-SS-SCD	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	Php 31,320.00	Php 6,264.00	

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3	<b>Statistical Analyst</b>  - Prepare draft policies and implements activities on the following: > Preparatory work for the revision of the 2025 Philippine Standard Industrial Classification (PSIC) based on the new International Standard Industrial Classification (ISIC); > Preparatory work for the development of Philippine Creative Statistical Classification System (PSCrCS); > Preparatory work for the development of Green Jobs Classification using updated PSIC and PSOC; > Conduct of Statistical Capacity Building on Standard Classification Systems for Municipal Local Government Units; > Provide necessary technical support for the conduct of the national dissemination fora on new and revised Standard Classification Systems; > Conduct of the series of training workshops on Standard Classifications for our national and local stakeholders as well as Classification Discussion Forums on PSIC, PSOC, PSGC and the revised PSCC by the Standards Service;  - Undertake research and analytical studies for the development and improvement of statistical concepts and definitions, and other statistical standards;  - Assist in the coordination of interagency and PSA meetings/fora/workshops aimed at improving the quality of statistical survey, censuses and administrative-based statistics as well as instituting statistical standards;  - Assist in the preparation of correspondents, press releases, primers, presentation materials for workshops/for a/meetings, and financial and administrative documents of the division;  - Assist in the preparation of concept notes/papers and key outcome reports about the activities and outputs of the division;  - Assist in the preparation of process flows and guidelines to be upheld by the division to ensure efficient implementation of its plans and programs;  - Represent the office in meetings, seminars, workshops within PSA, other government agencies and local stakeholders relating to the products and services being delivered by the division;  - Prepare documents that would facilitate logistics and preparatory activities to key programs of the division;  - Disseminate statistical policies and primers/publications relating to statistical standards to relevant PSA units and stakeholders of the PSA; and  - Undertake document and office supplies control and monitoring in the division.	11	2	CTCO-SS-SCD	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 27,000.00	Php 5,400.00	
4	<b>Administrative Assistant II</b>  - Receive, monitor, and keep a log of all incoming/outgoing documents and communication (phone, mail, etc) and transmits messages to the concerned FMD personnel;  - Review all incoming documents as to completeness, accuracy of staff work, and compliance to PSA standards, prior to endorsement to the Division Chief for information/approval/instructions;  - Keep calendar of meetings, training, leaves of the FMD personnel, and appointments of the Division Chief;  - Assume responsibility in the safekeeping and maintenance of official documents, records, and files (memoranda, special orders, purchase requests, correspondence, reports, etc.);  - Assist the FMD in the preparation of documents and coordination with other relevant divisions of the PSA with regard to procurement, and schedule setting, among others;  - Monitor timeliness of the division's admin-related documents and coordinates with appropriate FMD personnel or concerned offices/divisions within the PSA to ensure efficient and timely delivery of services; and  - Manage all operational aspects of the division's compliance with the Quality Management System and provides necessary inputs to enhance administrative processes.	8	1	ONS-FMD	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	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 19,744.00	Php 3,948.80	

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