

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 JUNE 2020

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL		111							
Chief Administrative Officer -Over-all supervision of the Budget Division and signs documents; - Supervises and reviews the preparation of PSA's budget proposal and attends technical budget hearings called by NEDA, DBM, House of Representatives and Senate of the Philippines.	24	1	CRCSO-FAS-BD	PSA-CADOF-106-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years of supervisory/ management experience	With at least 40 hours of supervisory/ management learning and development intervention	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Chief Administrative Officer - Over-all supervision of the General Service Division and signs documents; - Plans, directs, and coordinates all administrative service functions of the PSA; - Supervises the effective control of supplies and materials on stock; - Supervises the maintenance of office equipment, vehicles and buildings; - Recommends the approval of work orders and purchase orders for supplies, materials, equipment and repair of office equipment and vehicles and approves disbursement vouchers for payment (as may be delegated by the head of agency) and implements office regulations and policies for the security of office properties.	24	1	CRCSO-FAS-GSD	PSA-CADOF-100-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years of supervisory/ management experience	With at least 40 hours of supervisory/ management learning and development intervention	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Chief Statistical Specialist - Serves as technical and administrative head of the division - Plans and manage the division for efficient development, compilation, consolidation and updating of environmental accounts and environmental statistics and other related indicators - Manages the implementation of project and other developmental activities and the conduct of researches and studies for the improvement of environmental accounts and environmental statistics and other related indicators	24	1	SSO-MAS-ENRAD	PSA-CSTATS-90-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least 5 years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Chief Statistical Specialist - Serves as technical and administrative head of the division; -Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on Agriculture and Fisheries; - Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to Agriculture and Fisheries; - Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	24	1	SSO-ESSS-LPSD	PSA-CSTATS-86-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least 5 years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Chief Statistical Specialist - Serves as technical and administrative head of the division; - Plans and manages the division for efficient development, integration and consolidation of national and regional accounts and other related accounts and indicators; - Manages the implementation of project and other developmental activities and the conduct of researches and studies for the improvement of environmental accounts and environmental statistics and other related accounts and indicators.	24	1	SSO-MAS-INTEGAD	PSA-CSTATS-112-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least 5 years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Chief Statistical Specialist - Serves as technical and administrative head of the division; - Plans, organizes, directs, coordinates and control programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys on income and expenditure, labor & employment, overseas workers, and other related concerns of the division; - Oversees the implementation of statistical data collection, estimation, compilation, review and validation activities of the division; - supervises the preparation of technical reports/articles, memoranda, resolutions, letters, and other official documents related to the outputs of the division.	24	1	SSO-SSSS-IESD	PSA-CSTATS-104-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least 5 years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Project Evaluation Officer V - Manages the division in the establishment of effective Monitoring and Evaluation (M&E) systems for PhilSys; - Plans and implements M&E activities; -Ensures periodic submission of risk and M&E reports on the integrity and security of PhilSys; - Leads the division in the conduct of data analyses, researches and studies on emerging issues and trends that may effect the operations of PhilSys.	24	1	PRO-PCMS-MED	PSA-PEO5-28-2019	Master's degree preferably in Economics, Development Studies, Public policy, Demographics, Statistics or related field	At least 4 years of management/supervisory experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research and risk management	At least 40 hours of supervisory/management learning and development intervention	With at least CS Professional/ Second Level Eligibility	Preferably with substantial experience in conducting baseline studies, monitoring surveys, evaluation studies and risk management activities
Registration Officer V - Endorses the approval of enrolment of new registrants into the PhilSys; - Oversees and manages the division in conducting validation and investigation, resolution and monitoring of potential duplication of individuals being enrolled into the PhilSys based on existing demographic and biometric standards; - Adjudicates and recommends legal remedies and actions on all identity duplication cases/disputes and fraudulent entries/records; - Leads the division in developing and implementing rules and regulations relative to the authentication of PhilSys records.	24	1	PRO-RSMS-IVID	PSA-REG05-4-2019	Master's Degree or Certificate in Leadership and Management from the CSC	At least 4 years of experience in position involving management and supervision	At least 40 hours of supervisory/management learning and development intervention	With at least CS Professional/ Second Level Eligibility	Preferably with bachelor's degree in Law and a Bar passer (Philippine Bar Exam) Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Attorney IV - Advises the Office Head on Legal matters affecting policies, enforcement and administration of laws, decrees, instructions relative to the operations and functions of the office; - Formulates and recommends for implementation policies, rules and regulations, order circulars, memoranda, contracts designed to carry out the objective and purposes of the office including that whose govern the administration of discipline; - Conducts hearing on cases arising from the violation of laws, office rules and regulations against officials and employees of the office.	23	1	ONS-LS	PSA-ATY4-18-2015	Bachelor of Laws	With at least 2 years of relevant experience	With at least 8 hours of relevant training	RA 1080	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Internal Auditor IV - Under direct supervision, assists in supervising a division tasked with internal audit functions; - Prepares and reviews internal audit plans and programs; - Discusses internal audit plans and programs with the staff concerned; - Reviews written internal audit reports; - Trains new internal auditors; - Rates performance of audit staff.	22	1	ONS-IAD	PSA-IAUD4-1-2015	Bachelors degree relevant to the position (Public Administration, Accountancy, Information Technology/Computer Science and other disciplines related to the abovementioned)	3 years of relevant experience involving Internal Auditing in the Public Sector (Government)	16 hrs. of relevant training in Government Internal Auditing (Public Sector)	Career Service (Professional)/ Second level eligibility or Bar/ board passer on disciplines related to the above mentioned	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat Must have training on Internal Auditing Standards for the Philippine Public Sector and Internal Control Standards for the Philippine Public Sector

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Information Technology Officer II - Assists the division chief in the supervision and coordination of the work of all units/teams/personnel in the division; - Assists the division chief in monitoring the progress of the system development and other activities/projects assigned to the division, and recommends interventional, corrective, and/or transformational actions if needed; - Assists the division chief in planning, monitoring and implementing policies, productivity standards, and procedures and techniques for the efficient and effective day-to-day operation of the division.	22	1	CTCO-ITDS-SDD	PSA-ITO2-57-2015	Bachelor's degree relevant to the job	With at least 3 years of relevant experience	With at least 16 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Technology Officer II - Supervises and coordinates the work of all personnel assigned to each unit within the division; - Makes an inventory and evaluation of existing (old and new) information systems in all offices/services/divisions/field offices; - Plans the development and implementation of quality assurance framework, standards and procedures for all information systems including outsourced software and determines the risk assessment.	22	1	CTCO-ITDS-SQAD	PSA-ITO2-59-2015	Bachelor's degree relevant to the job	With at least 3 years of relevant experience	With at least 16 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Coordinates the accomplishment of questionnaires, data requests and requests for comments from international bodies and National Statistical Institutes; - Organizes ICU-led events and monitors the work and financial plan of the unit.	19	1	ONS-ICU	PSA-SRSTATS-76-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Senior Statistical Specialist - Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data; -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, including their timely presentation in the form of special releases, monographs, reports, etc.	19	1	CTCO-NCS-AFCD	PSA-SRSTATS-107-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Serves as technical head in the development and maintenance of sampling frame and the development of master sample design for household-based and agriculture and fisheries surveys, and establishment and enterprise-based surveys and coordinates all censuses operations, and other related statistical and technical activities undertaken by the Census and Technical Coordination Office / National Censuses Service; - 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, including their timely presentation in the form of special releases, monographs, reports, etc.	19	1	CTCO-NCS-CPCD	PSA-SRSTATS-120-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews, evaluates and analyzes price data and prepares statistical reports; - Supervises the implementation of the unit's work program; - Assists in the preparation of the work programs and financial plans of the division related to the conduct of price survey.	19	1	SSO-ESSS-PSD	PSA-SRSTATS-174-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of environment statistics environmental accounts and related indicators: - Assists in the preparation of the conduct of statistical activities of the division including joint research projects with local and foreign agencies	19	1	SSO-MAS-ENRAD	PSA-SRSTATS-151-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division; - Assists in the preparation of the work and financial plan of the division; - Serves as technical head in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies.	19	1	SSO-MAS-PAD	PSA-SRSTATS-80-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews evaluates and analyzes data relative to theories techniques and methodologies for the improvement of the employment demand statistical system; - Assists in the preparation of the work and financial plan of the division; -Serves as technical head in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and statistical and research agencies.	19	1	SSO-SSSS-EDSD	PSA-SRSTATS-117-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division; - Assists in the preparation of the work and financial plan of the division; -Serves as technical head in the preparation of survey instruments/statistical materials relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies.	19	1	SSO-SSSS-PHSDS	PSA-SRSTATS-85-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Technology Officer I - Supervises and coordinates the work of all personnel assigned within the division; - Oversees the operations for card production process, card personalization and card issuance; - Makes assessments and analyze the development of PhilSys infrastructure in all its phases; - identifies and evaluates the software infrastructure in compliance with PhilSys requirements; - Assists in the preparation of technical specifications as maybe required by PhilSys in accordance with existing laws, rules and regulations; - Provides technical assistance to the PhilSys in all context of systems development including appropriate support systems.	19	1	PRO-RSMS-ISMD	PSA-ITO1-16-2019	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with training in Network Administration, Information System Security, Programming, Database Management, Operating Systems
Registration Officer III - Reviews, evaluates, and processes civil registry documents affected by court decrees, legal instruments, RA 9048, RA 10172 and supplemental reports; - Conducts regular inventory of folders in the archives of processed annotation documents and ensure security and safety of all documents in the archives; - Signs and countersigns PSA issued civil registry documents.	18	1	CRCO-CRS-CRMD	PSA-REGO3-69-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Registration Officer III - Reviews, evaluates, and processes civil registry documents affected by court decrees, legal instruments, RA 9048, RA 10172 and supplemental reports - Conducts regular inventory of folders in the archives of processed annotation documents and ensure security and safety of all documents in the archives - Signs and countersigns PSA issued civil registry documents	18	1	CRCO-CRS-CRMD	PSA-REGO3-73-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer V - Assists the Chief Administrative Officer in the full responsibility in the custody and safekeeping of voluminous official records and documents of the Office; - Assigns work, issues verbal or written instructions and reviews accomplished work for accuracy in conformity with standing policies and procedures; - Prepares monthly and annual reports of the Office: establishes and maintains an actual continuity program for management, preservation and disposition of records and authenticates copies of documents.	18	1	CRCO-FAS-GSD	PSA-ADOF5-188-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer V - Assists the Chief Administrative Officer in prescribing standard office procedure in all personnel transactions including the processing of appointments, leave benefits and the custody of vital personnel records; - Maintains familiarization on the CSC rules, laws, procedures & requirements connected with the evaluation process, leave benefits & other aspects of personnel functions; - Plans; supervises and coordinates the activities of the section in the development, installation and maintenance of training programs to upgrade the quality of technical and non-technical personnel of the PSA as well as other government statistician; - Determines budget requirement for the various training programs and for the operation of the Section.	18	1	CRCO-FAS-HRD	PSA-ADOF5-190-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Information Officer III - Formulates and recommends plans, standards and policies for the development of communication , publicity and improvement of information dissemination including online and offline of all PSA products and services; - Reviews the existing communication framework and develops an effective institutional branding strategy for the promotion of PSA programs, activities, and mandates.	18	1	CTCO-ITDS-KMCD	PSA-INFO3-61-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Officer III - Formulates and recommends plans, standards and policies for the development of communication , publicity and improvement of information dissemination including online and offline of all PSA products and services; - Responds to all data requests and inquiries including complaints received thru phone, emails and letters subject to the approval of the division chief as well as reviews and validates the release of all data requests including special tabulations addressed via email and walk-in research.	18	1	CTCO-ITDS-KMCD	PSA-INFO3-64-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Planning Officer III - Develops plans and programs related to PhilSys; - Initiates study on the latest technology for identity platform; - Ensures Business continuity for the PhilSys project; - Develops plan for sustainable PhilSys.	18	1	PRO-PCMS-PPCD	PSA-PLO3-22-2019	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with a degree on Urban and Regional Planning Community Development, Economics or related fields
Planning Officer III - Develops policies and guidelines related to PhilSys; - Proposes innovation on the process of registration and authentication for PhilSys; - Develops short-term and long-term communication plan for PhilSys; - Manages crisis on communications that pertains to PhilSys; - Leads in providing secretarial function to PSPCC meetings.	18	1	PRO-PCMS-PPCD	PSA-PLO3-23-2019	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with a degree on Communication Community Development, Public Administration or related fields

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Board Secretary II - Prepares minutes of the PSA Board meetings and other documents relative to matters to be deliberated upon by the Board and disseminates the agenda and motion of the Board meetings; - Prepares materials such as highlights and business arising for the meeting of the Execom, ManCom, Directorate and Middle Managers of the PSA.	17	1	ONS-PMS	PSA-BS2-14-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the accomplishment of questionnaires, data requests and requests for comments from international bodies and National Statistical Institutes; - Assists in the conduct of ICU-led events.	16	1	ONS-ICU	PSA-SS2-77-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Prepares periodic reports on progress of project activities and accomplishments of divisions/services, translates literal information to numerical information and vice-versa.	16	1	ONS-PMS	PSA-SS2-78-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Specialist II - Assists in the processing, generation and dissemination of census/survey and administrative data; - Assists in the planning, developing and directing programs/activities on collection, analysis and tabulation of data; - Prepares work and financial plan for the division; - Edits, verifies and analyzes census/survey and administrative reports for accuracy, completeness, and reasonableness.	16	1	CRCSO-CRS-VSD	PSA-SS2-486-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the over-all consultations and coordination with concerned agencies in the PSS through the subject matter inter agency on matters that need action from the PSA board through issuance of appropriate policies; - Assists in the implementation and monitoring of various coordination mechanisms (inter agency committees in statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns).	16	1	CTCO-SS-SPPD	PSA-SS2-395-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned resource/sector and/or subject matter of environmental accounts and environment statistics and other related indicators; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-MAS-ENRAD	PSA-SS2-310-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of agricultural accounts, indicators and socio-economic statistics related to agriculture and fishery sector - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division 	16	1	SSO-MAS-AAD	PSA-SS2-400-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Serves as the technical and administrative head and manage the work of the division; -Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand; - Assists in the implementation of statistical data collection, estimation, compilation. review and validation related to employment demand; - Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division. 	16	1	SSO-SSSS-EDSD	PSA-SS2-487-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Generates, compiles, coordinates and updates statistics/indicators on labor standards and labor relations - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division - Assists in supervising the conduct of survey field operations on Occupational Wages Survey and Integrated Survey on Labor & Employment 	16	1	SSO-SSSS-LSRSD	PSA-SS2-297-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Generates, compiles, coordinates and updates statistics/indicators on labor standards and labor relations; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in supervising the conduct of survey field operations on Occupational Wages Survey and Integrated Survey on Labor & Employment.	16	1	SSO-SSSS-LSRSD	PSA-SS2-299-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, coordinates and updates statistics/indicators on the assigned subject matter; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-SSSS-PHDS	PSA-SS2-345-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division.	16	1	SSO-SSSS-SDSD	PSA-SS2-89-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst II - Collaborates with PhilSys counterparts and with the respective team in the preparation and development of User Specification Documents, Manuals, Modules/Programs and System Design and Specification; - Manages and oversees the inventory of hardware acquired by PhilSys.	16	1	PRO-RSMS-IDPMD	PSA-INFOSA2-17-2019	Bachelor's Degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Systems Analyst II - Assists in the research of new technologies in relation to IT operation and infrastructure; - Prepares and develop the ISSP and ICT-related operational plans; - Assists in the establishing policies such as Acceptable Use, Deployment and Obsolescence, PKI, Mapping related, Manuals, Procedures, etc.; - Supervises, monitors assigned tasks, assigns position-related tasks to ISA I.	16	1	CTCO-ITDS-SOID	PSA-INFOSA2-72-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant II - Examines, verifies, and reviews vouchers, payrolls, financial statements and reports, and other related documents to ascertain that the documents are in conformity with existing office policies and in accordance with the accounting and auditing rules and regulations; - Prepares periodic financial statements and reports as required by the Department of Budget and Management and the Commission On Audit, Congress, Senate, and other oversight agencies; - Conducts field examination of financial transactions and other related matters.	16	1	CRCO-FAS-AD	PSA-A2-192-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	CPA	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant II - Examines, verifies, and reviews vouchers, payrolls, financial statements and reports, and other related documents to ascertain that the documents are in conformity with existing office policies and in accordance with the accounting and auditing rules and regulations; - Prepares periodic financial statements and reports as required by the Department of Budget and Management and the Commission On Audit, Congress, Senate, and other oversight agencies; - Conducts field examination of financial transactions and other related matters.	16	1	CRCO-FAS-AD	PSA-A2-194-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	CPA	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer IV - Prepares and issues quarterly funding allocation to Field Offices by project and object of expense; - Compiles and maintains budget data by project, object of expense and activity on current status; - Reviews budget proposals submitted by Field Offices; - Participates in the preparation of annual budgetary proposal of the office.	15	1	CRCO-FAS-BD	PSA-ADOF4-541-2015	Bachelor's Degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Computer Maintenance Technologist II -Prepares IT hardware and software specifications for procurement and outsourcing; -Performs other related work that may be assigned by the ISA II (Network Admin), ITO I (Server and Network), Assistant Division Chief, Division Chief, ANS and DNS.	15	1	CTCO-ITDS-SOID	PSA-CTMT2-78-2015	Bachelor's Degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Project Evaluation Officer II - 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; - Assists in the consolidation of relevant M&E data necessary for reporting in coordination with the other PRO services, field offices and implementation partners.	15	1	PRO-PCMS-MED	PSA-PEO2-31-2019	Bachelor's Degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with a degree of Economics, Development Studies, Public Policy, Demographics, Statistics or related fields Experience in implementing M&E system with demonstrated ability in developing project management framework, data gathering, data analysis, research and risk management - Training in project planning and management, data analysis, research, risk management

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Officer II - Assists in the development of communication and publicity plans for strategic improvement of information dissemination of PSA Products and Services; - Assists in the formulation of information dissemination policies, and standards including media relations policies for PSA Products and Services;	15	1	CTCO-ITDS-KMCD	PSA-INFO2-66-2015	Bachelor's Degree relevant to the job	With at least 1 years of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - 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; - Assists in coordinating with other government agencies and LGUs on the adoption of prescribed standard statistical classification in their business permits and other local databases.	13	1	CTCO-SS-SCD	PSA-SS1-141-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with experience on government procurement or with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards
Statistical Specialist I - Coordinates the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program; - Provides the administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation.	13	1	CTCO-SS-SPPD	PSA-SS1-108-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Coordinates the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program; - Provides the administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation.	13	1	CTCO-SS-SPPD	PSA-SS1-29-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Prepares inputs and recommendations for the improvement of statistical surveys and censuses, particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System; - Assists in the development and monitoring of implementation of statistical standards and data quality assurance framework.	13	1	CTCO-SS-SSD	PSA-SS1-103-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of survey clearance, questionnaire design, operations and data processing manuals, table and edit specifications, budget estimates including logistic activities such as printing of questionnaires, training supplies, and mailing and shipment of survey materials during preparatory stage of establishment-based surveys; - Assists in the compilation of exported data files, SFR,CCK,weighted tables, unweighted tables, suppressed, unsuppressed.	13	1	SSO-ESSS-ISD	PSA-SS1-87-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; - Organizes and updates databases.	13	1	SSO-ESSS-PSD	PSA-SS1-85-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; - Organizes and updates databases of the division.	13	1	SSO-MAS-EAD	PSA-SS1-140-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; - Organizes and updates databases of the division.	13	1	SSO-MAS-EAD	PSA-SS1-159-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; - Organizes and updates databases of the division.	13	1	SSO-MAS-ENRAD	PSA-SS1-115-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; - Organizes and updates databases of the division.	13	1	SSO-MAS-ENRAD	PSA-SS1-155-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based; - Prepares survey instruments for statistical activities; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports.	13	1	SSO-MAS-PAD	PSA-SS1-84-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; -Organizes and updates databases of the division.	13	1	SSO-MAS-SAD	PSA-SS1-137-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports: - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; -Organizes and updates databases of the division.	13	1	SSO-MAS-SAD	PSA-SS1-157-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares survey instruments/statistical materials for statistical activities; - Gathers information as inputs for the preparation of reports.	13	1	SSO-SSSS-PHSD	PSA-SS1-110-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
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; - Processes and tabulates survey data/admin-based data; - Prepares survey instruments/statistical materials for statistical activities; - Gathers information as inputs for the preparation of reports.	13	1	SSO-SSSS-SDSD	PSA-SS1-101-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Processes and tabulates survey data/admin-based data; - Prepares survey instruments/statistical materials for statistical activities; - Gathers information as inputs for the preparation of reports.	13	1	SSO-SSSS-SDSD	PSA-SS1-106-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares journals, checks issued/disbursements by Disbursing Officers' Collection and Deposits Voucher and general journal.	12	1	CRCO-FAS-AD	PSA-A1-162-2015	Bachelor's Degree relevant to the job	None required	None required	CPA	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Systems Analyst I - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document; - Assist in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; - Prepares the detailed documentation of the programs/modules assigned.	12	1	CTCO-ITDS-SDD	PSA-INFOSA1-74-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst I - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document. - Assist in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; - Prepares the detailed documentation of the programs/modules assigned	12	1	CTCO-ITDS-SDD	PSA-INFOSA1-76-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst I - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document; - Assist in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; - Prepares the detailed documentation of the programs/modules assigned.	12	1	CTCO-ITDS-SDD	PSA-INFOSA1-80-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst I - Performs the testing procedures for the quality assurance of information systems and outsourced software; - Assists in the preparation of all required documentation and reports of the quality assurance processes.	12	1	CTCO-ITDS-SQAD	PSA-INFOSA1-88-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Edits, verifies and analyzes census/survey and administrative reports for accuracy and completeness, and reasonableness; - Prepares press releases, special releases, fact sheets from data produced from censuses/surveys and administrative reports; - Generates statistical tables and draft analysis of data produced from censuses/surveys and administrative reports.	11	1	CRCSO-CRS-VSD	PSA-SA-316-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Generates, evaluates and analyzes statistical tables and agriculture/fishery indicators; - Prepares Press Releases (PR), Special Releases (SR), fact sheets and statistical publications.	11	1	CTCO-NCS-AFCD	PSA-SA-180-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design; - Generates list of samples for household-based surveys, and agriculture and fisheries surveys and assists in the development of geospatial database for sampling frames.	11	1	CTCO-NCS-CPCD	PSA-SA-178-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design; - Generates list of samples for household-based surveys, and agriculture and fisheries surveys and assists in the development of geospatial database for sampling frames.	11	1	CTCO-NCS-CPCD	PSA-SA-393-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design; - Generates list of samples for household-based surveys, and agriculture and fisheries surveys and assists in the development of geospatial database for sampling frames.	11	1	CTCO-NCS-CPCD	PSA-SA-395-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Prepares necessary inputs (operation workflows, documentation reports, etc.) in the planning and development of the CPH and the questionnaires and other forms and instructions manuals for use in gathering and reporting census data; - Compiles, analyzes, interprets data from the CPH based on established statistical methods and prepares statistical charts, graphs and other infographics for public presentation.	11	1	CTCO-NCS-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	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Undertakes researches on the descriptions of new commodities, industries, occupations and other important concepts that are relevant to the proposed amendment or revision of the classifications; - Assists in the drafting/ preparation of proposed national classification systems for review of the Technical Committee on Statistical Standards and Classifications (TCSSC) and its technical working groups (TWGs).	11	1	CTCO-SS-SCD	PSA-SA-326-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with experience on government procurement or with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards
Statistical Analyst - Assists in the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP); - Assists in the evaluation and analysis of materials, documents and other inputs submitted for the integration of the PSDP and preparation of sectoral program for the management and coordination of the Philippine Statistical System (PSS) and other PSS-wide concerns, and prepares reports and tables in desired format.	11	1	CTCO-SS-SPPD	PSA-SA-411-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Analyst - Gathers inputs leading to the update, amendment or revision of statistical standards and assists in the conduct of research for the improvement of these statistical standards; - Assists in the review of surveys/censuses particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System.	11	1	CTCO-SS-SSD	PSA-SA-402-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data on crops; - Maintains the statistical data files of the crops statistics; - Gathers information as inputs for the preparation of reports for crops; - Assists in the organization and updating of crops databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-ESSS-CSD	PSA-SA-241-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data on crops; - Maintains the statistical data files of the crops statistics; - Gathers information as inputs for the preparation of reports for crops; - Assists in the organization and updating of crops databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-ESSS-CSD	PSA-SA-265-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data on FSD; - Maintains the statistical data files of the FSD; - Gathers information as inputs for the preparation of reports of FSD; - Assists in the organization and updating of databases of FSD; - Assists in the preparation of statistical reports of FSD.	11	1	SSO-ESSS-FSD	PSA-SA-187-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Analyst - Processes survey data including checking completeness and consistency; - Collects and compiles statistical data. -Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division.	11	1	SSO-ESSS-PSD	PSA-SA-267-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Processes survey data including checking completeness and consistency; - Collects and compiles statistical data. -Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division.	11	1	SSO-ESSS-PSD	PSA-SA-357-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the processing survey data including checking of completeness and consistency of the data; - Assists in the preparation of statistical reports such as publications and special releases including lay-out of publication and conversion to PDF; - Assists in the organization and updating of the databases of the division; - Maintains the statistical data files of the division.	11	1	SSO-ESSS-SSD	PSA-SA-336-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-MAS-AAD	PSA-SA-201-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-MAS-AAD	PSA-SA-202-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-MAS-AAD	PSA-SA-203-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the appropriate frameworks for satellite accounts; - 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-ENRAD	PSA-SA-275-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the appropriate frameworks for satellite accounts; - 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-ENRAD	PSA-SA-359-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-MAS-PAD	PSA-SA-87-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - 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; - 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-SAD	PSA-SA-237-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data, -Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-SSSS-DHSD	PSA-SA-397-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports.	11	1	SSO-SSSS-EDSD	PSA-SA-171-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Assists in processing, including checking completeness and consistency of data related to income & expenditure, labor & employment, Overseas Filipino Workers, and related concerns of the division; - Maintains the statistical data files of the unit/division; - Assists in the preparation of statistical reports.	11	1	SSO-SSSS-IESD	PSA-SA-185-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer II - Performs assignments related to rewards and recognition such as computation of salaries and benefits, monitoring of Individual Performance Commitment Review (IPCR); - Supports performance management functions such as monitoring of attendance, computation of leave credits, processing of applications for leave, retirement and various personnel documents; - Collects useful information related to personnel matters; - Assists in recruitment and selection process including preparation of appointment paper and updating of plantilla as necessary; - Assists in learning and development functions as necessary.	11	1	CRCO-FAS-HRD	PSA-ADOF2-120-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer II - Assists in the monitoring of attendance, computation of leave credits, processing of applications for leave, retirement and various personnel documents; - Collects useful information related to personnel matters; - Assists in recruitment and selection process including preparation of appointment paper and updating of plantilla as necessary; - Assists in learning and development functions as necessary.	11	1	CRCO-FAS-HRD	PSA-ADOF2-123-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Project Evaluation Officer I - Assist in the consolidation of relevant monitoring and evaluation (M&E) and risk management data necessary for reporting in coordination with the other PRO services, field Offices and implementation partners; - Coordinates with the regional and provincial offices regarding PhilSys M&E and risk management requirement; - Provides secretarial and the conduct of M&E and risk management activities.	11	1	PRO-PCMS-MED	PSA-PEO1-32-2019	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Officer I - Drafts communication documents, letters and other correspondences including newsletter articles and other advocacy/information materials; - Monitors relevant news trends in mainstream, social and emerging forms of media and responds to comments and messages posted by users and generated weekly FB page analytic report.	11	1	CTCO-ITDS-KMCD	PSA-INFO1-70-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Legal Assistant I - Assists in drafting of letters, memorandum, formal charge, contract, pleading, decision, and other legal matters; - Assists in conducting investigation of administrative cases; - Reviews petition for correction of clerical error and/or change of first name under RA 9048.	10	1	ONS-LS	PSA-LEA1-24-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Coordinates with concerned unit the reissuance of the properties and prepares PAR for reissuance to another user; - Updates individual accountabilities based on records of returned or disposed Inventory and Inspection (I & I) reports.	10	1	CRCO-FAS-GSD	PSA-ADOF1-463-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Administrative Assistant III - Keeps and maintains all files (memoranda, correspondence, reports); - Takes dictations & transcribes shorthand notes; - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff; - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments).	9	1	ONS-LS	PSA-ADAS3-11-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Keeps and maintain all files (memoranda, correspondence; reports); - Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, etc) and transmits messages to concerned staff; - Screens all incoming routine papers requiring signature of the ANS (for proper endorsement, certification and attachments).	9	1	SSO-SSSS-OANS	PSA-ADAS3-8-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician - Verifies the data collected from censuses for accuracy, consistency, and other reasonableness of data; -Assists in tabulation and/or preparation of statistical charts, graphs, and other devices; - Prepares worksheets for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, medians, etc. utilizing established formulas.	9	1	CTCO-NCS-AFCD	PSA-ASTAT-50-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant II - 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; - Assists the immediate supervisor in the preparation of administrative reports and communication.	8	1	CRCO-CRS-CRSD	PSA-ADAS2-71-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Assistant Information Officer - Conducts research on data/statistics and assists on providing data to data users/researchers through online statistical data services such as website, portal, and intranet or through publications; - Assists on updating international reports (e.g. ASI-CT, ACSS, etc.) support to international engagements of the agency.	8	1	CTCO-ITDS-KMCD	PSA-AIO-60-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Receipts and controls queries concerning civil registry documents; - Compiles office correspondence, letters, endorsement, circulars, office orders and other reference materials; - Assists clients for their queries concerning civil registry documents.	6	1	CRCO-CRS-CRMD	PSA-ADA6-61-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Handles the incoming and outgoing communications, RIS, PRs, liquidation and annual procurement; - Assists in the preparation of request for supplies, materials and coordinates the delivery to the different Metro Manila Serbilis Outlets/Units; - Collects all documents and communications from different units and delivers to others concern units or archives.	6	1	CRCO-CRS-CRSD	PSA-ADA6-44-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Handles the incoming and outgoing communications, RIS, PRs, liquidation and annual procurement; - Assists in the preparation of request for supplies, materials and coordinates the delivery to the different Metro Manila Serbilis Outlets/Units; - Collects all documents and communications from different units and delivers to others concern units or archives.	6	1	CRCO-CRS-CRSD	PSA-ADA6-51-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Aide VI - Verifies administrative-based forms with respect to omissions, inconsistencies and those with doubtful reasonableness; - Edits reject listing and check for completeness consistency and validity of data.	6	1	SSO-ESSS-TSD	PSA-ADA6-23-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistician Aide - Assists in the verification of data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy consistency, and other reasonableness data; - Assists in summarization of data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas; - Assists in tabulation and/or preparation of statistical charts, graphs, and other devices.	4	1	CTCO-NCS-AFCD	PSA-STATA-48-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat