

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD 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	
GRAND TOTAL		162							
Chief Statistical Specialist - Heads the Provincial Office and takes responsibility in the efficient administration of the office; - Coordinates and supervises all censuses and survey operations and processing of data; - Exercises delegated visitorial functions as authorized by the Civil Registrar General with respect to the performance of the mandated function of the civil registrars; -Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his/her area of assignment; - Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme.	24	1	RSSO CAR - SOCD	PSA-CSTATS-91-2015	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 - Heads the Provincial Office and takes responsibility in the efficient administration of the office; - Coordinates and supervises all censuses and survey operations and processing of data; - Exercises delegated visitorial functions as authorized by the Civil Registrar General with respect to the performance of the mandated function of the civil registrars; -Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his/her area of assignment; - Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme.	24	1	RSSO 04B - MARINDUQUE	PSA-CSTATS-193-2015	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 analyze and project management and data visualization, four years which are in the 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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<p>Chief Statistical Specialist</p> <ul style="list-style-type: none"> - Heads the Provincial Office and takes responsibility in the efficient administration of the office; - Coordinates and supervises all censuses and survey operations and processing of data; - Exercises delegated visitorial functions as authorized by the Civil Registrar General with respect to the performance of the mandated function of the civil registrars; -Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his/her area of assignment; - Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme. 	24	1	RSSO 04B - OCCIDENTAL MINDORO	PSA-CSTATS-208-2015	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
<p>Chief Statistical Specialist</p> <ul style="list-style-type: none"> - Heads the Provincial Office and takes responsibility in the efficient administration of the office; - Coordinates and supervises all censuses and survey operations and processing of data; - Exercises delegated visitorial functions as authorized by the Civil Registrar General with respect to the performance of the mandated function of the civil registrars; -Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his/her area of assignment; - Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme. 	24	1	RSSO 04B - ROMBLON	PSA-CSTATS-143-2015	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 - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data in the region; - Coordinates with the government agencies and business groups in identifying required statistics in the region and assists in formulating programs and develops policies for the production of statistics and data dissemination.	24	1	RSSO 10 - SOCD	PSA-CSTATS-110-2015	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 Administrative Officer - Plans, directs, and coordinates all administrative service functions of the Regional Office; - Oversees financial, personnel, administrative and civil registration activities of the Regional Office.	24	1	RSSO 04B - CRASD	PSA-CADOF-97-2015	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 undertaken within the last 5 years	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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Supervising Statistical Specialist - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; - Assesses periodically all phases of operation in the province, ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO 01 - LA UNION	PSA-SVSTATS-84-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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 32 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
Supervising Statistical Specialist - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; - Assesses periodically all phases of operation in the province, ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO 04B - SOCD	PSA-SVSTATS-183-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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 32 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
Supervising Statistical Specialist - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; - Assesses periodically all phases of operation in the province, ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO 11 - DAVAO ORIENTAL	PSA-SVSTATS-126-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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 32 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
Registration Officer IV - Prepares general plan and program for the improvement of the civil registration system of the Region and the improvement of quality and quantity of vital statistics; Takes appropriate actions on behalf of the Civil Registrar General and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrars/solemnizing officers; - Reviews compliance of requirements and processes Certificates of Registration of Authority to Solemnize marriages of Solemnizing Officers and maintains Registry of Solemnizing Officers in the Region; reviews/edits vital statistics reports and indicators.	22	1	RSSO 04A - CRASD	PSA-REGO4-79-2015	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

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Registration Officer IV - Prepares general plan and program for the improvement of the civil registration system of the Region and the improvement of quality and quantity of vital statistics; - Takes appropriate actions on behalf of the Civil Registrar General and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrars/solemnizing officers; - Reviews compliance of requirements and processes Certificates of Registration of Authority to Solemnize marriages of Solemnizing Officers and maintains Registry of Solemnizing Officers in the Region; - Reviews/edits vital statistics reports and indicators.	22	1	RSSO 12 - CRASD	PSA-REGO4-67-2015	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
Accountant III - Certifies the availability of funds of all money claims; - Certifies the correctness of special general journals, journals, bills, statement of accounts, trial balance, balance sheet, statement of operations and other financial statements/reports.	19	1	RSSO NCR - CRASD	PSA-A3-209-2015	Bachelor's degree in Commerce / Business Administration major in Accounting	2 years of relevant experience	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
Senior Statistical Specialist - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him/her; - Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	19	1	RSSO CAR - SOCD	PSA-SRSTATS-96-2015	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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<p>Senior Statistical Specialist - Makes periodic assessments of performance against targets and prepares corresponding accomplishment report for the region; Helps establish recruitment and training procedures for regional personnel in accordance with central office overall plans and trains the same for census and survey operations and trains lower level personnel in computational formula needed for the preparation of various statistical measures and indices prepared by the Office; - Reviews proposed work methods and establishment production levels for the various types of work undertaken in the region and prepares regional and provincial publications of the Office produced data.</p>	19	1	RSSO 04B - SOCD	PSA-SRSTATS-171-2015	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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Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO NCR - NCR II	PSA-SS2-544-2015	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/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 To be assigned in the Office of the National Statistician (ONS) -Planning Management Service (PMS)
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO NCR - NCR III	PSA-SS2-511-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO NCR - NCR IV	PSA-SS2-551-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs reports, etc.	16	1	RSSO NCR - NCR IV	PSA-SS2-553-2015	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/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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Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs reports, etc.	16	1	RSSO NCR - NCR IV	PSA-SS2-525-2015	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/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 II - Assist in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assist in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO CAR - APAYAO	PSA-SS2-384-2015	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 Subprofessional/ 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 making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 04A - CAVITE	PSA-SS2-160-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 04A - QUEZON	PSA-SS2-165-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 04B - ORIENTAL MINDORO	PSA-SS2-83-2015	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/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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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 05- MASBATE	PSA-SS2-461-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 06 - ANTIQUE	PSA-SS2-402-2015	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/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 II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; - Computes summaries and indicators from data produced from censuses, surveys and other projects of the office.	16	1	RSSO 06 - SOCD	PSA-SS2-92-2015	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/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 II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; - Computes summaries and indicators from data produced from censuses, surveys and other projects of the office.	16	1	RSSO 09 - SOCD	PSA-SS2-114-2015	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/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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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 09 - ZAMBOANGA SIBUGAY	PSA-SS2-204-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 10 - BUKIDNON	PSA-SS2-264-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 10 - MISAMIS ORIENTAL	PSA-SS2-260-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 10 - LANA DEL NORTE	PSA-SS2-272-2015	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/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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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; -Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 11 - DAVAO DEL SUR	PSA-SS2-278-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 11 - DAVAO DEL SUR	PSA-SS2-285-2015	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/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 II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 11 - DAVAO DEL SUR	PSA-SS2-286-2015	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/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 II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; - Computes summaries and indicators from data produced from censuses, surveys and other projects of the office.	16	1	RSSO 11 - SOCD	PSA-SS2-120-2015	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/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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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<p>Statistical Specialist II</p> <p>- Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;</p> <p>- Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.</p>	16	1	RSSO 12 - SARGEN	PSA-SS2-316-2015	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/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
<p>Statistical Specialist II</p> <p>- Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;</p> <p>- Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.</p>	16	1	RSSO 12 - SOUTH COTABATO	PSA-SS2-319-2015	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/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
<p>Statistical Specialist II</p> <p>- Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data;</p> <p>- Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.</p>	16	1	RSSO 12 - SULTAN KUDARAT	PSA-SS2-313-2015	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/or other related field	With at least CS Professional/ Second Level Eligibility	<p>Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat</p> <p>Preferably with knowledge in drafting plans, programs and projects designed to improve production and dissemination of subnational data, fill in data gaps and meet current and emerging data needs for regional and local development planning; drafting of technical reports, resolutions, memoranda, and other official documents; preparation of statistical publications, brochures, infographics, among others; and collection, analysis, presentation and interpretation of data</p>

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POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer IV - Assists in the preparation of plantilla, prepares action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action as well as prepares lectures, hand-outs for in-service trainings; acts as lecturer trainer during in-service training, seminars & statistical operations; - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluations process, leave benefits and other aspects of personnel functions; evaluate qualifications of employees for promotion and preparation of their profile for use during deliberation of the Selection Board as well as develops/prepares career paths for each personnel.	15	1	RSSO NCR - CRASD	PSA-ADOF4-534-2015	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
Administrative Officer IV - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluation process, leave benefits and other aspects of the personnel function and its action, and evaluates qualifications of employees for promotion and prepares their profile for use during deliberation of the Regional Selection Board; - Assists in providing systematic and appropriate training methods and techniques in training development.	15	1	RSSO 02 - CRASD	PSA-ADOF4-528-2015	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
Administrative Officer IV - Assists in the preparation of plantilla, prepares action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action as well as prepares lectures, hand-outs for in-service trainings; acts as lecturer trainer during in-service training, seminars & statistical operations; - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluations process, leave benefits and other aspects of personnel functions; evaluate qualifications of employees for promotion and preparation of their profile for use during deliberation of the Selection Board as well as develops/prepares career paths for each personnel.	15	1	RSSO 10 - CRASD	PSA-ADOF4-506-2015	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

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO NCR - NCR II	PSA-REGO2-147-2015	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
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage. - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO NCR - NCR IV	PSA-REGO2-148-2015	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
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO CAR - BENGUET	PSA-REGO2-143-2015	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
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 01 - ILOCOS SUR	PSA-REGO2-118-2015	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

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 01 - LA UNION	PSA-REGO2-119-2015	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
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 01 - ILOCOS NORTE	PSA-REGO2-117-2015	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
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 04A - BATANGAS	PSA-REGO2-105-2015	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
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 04B - OCCIDENTAL MINDORO	PSA-REGO2-108-2015	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

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer III - Maintains records of property and supply; - Conducts regular physical inventory report of supplies and property plant equipment and recommends disposal of unserviceable properties; - Disburses salaries and wages; - Supervises the encoding of ADA for wages and salaries; - Verifies the correctness of entries in the checks and record checks in the warrant register.	14	1	RSSO 10 - CRASD	PSA-ADOF3-566-2015	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
Information Systems Analyst I - Designs reports/output layouts, prepares required logical diagrams, flowchart; - Writes, codes and assembles computer programs instruction using symbolic programming system.	12	1	RSSO 06 - CRASD	PSA-INFOA1-103-2015	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
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR I	PSA-SA-451-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR I	PSA-SA-452-2016	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 the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR I	PSA-SA-454-2016	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR II	PSA-SA-459-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR II	PSA-SA-461-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR II	PSA-SA-462-2015	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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LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD 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	
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR IV	PSA-SA-444-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR IV	PSA-SA-474-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR IV	PSA-SA-479-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR IV	PSA-SA-480-2015	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 To be assigned in the Office of the National Statistician (ONS) - Internal Audit Division (IAD)

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LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD 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	
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR IV	PSA-SA-481-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR IV	PSA-SA-482-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR - NCR V	PSA-SA-483-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 01 - ILOCOS SUR	PSA-SA-143-2015	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 the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 01 - LA UNION	PSA-SA-144-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 01 - SOCD	PSA-SA-369-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 03 - NUEVA ECIJA	PSA-SA-384-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 03 - PAMPANGA	PSA-SA-367-2015	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 the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 03 - TARLAC	PSA-SA-389-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 03 - ZAMBALES	PSA-SA-386-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A - BATANGAS	PSA-SA-258-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A - LAGUNA	PSA-SA-234-2015	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 the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A - QUEZON	PSA-SA-235-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A - LAGUNA	PSA-SA-239-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A - SOCD	PSA-SA-330-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 05 - CAMARINES SUR	PSA-SA-424-2015	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 the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 07 - CEBU	PSA-SA-302-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 07 - CEBU	PSA-SA-104-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 07 - SOCD	PSA-SA-110-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 08 - SOCD	PSA-SA-94-2015	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 - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 10 - BUKIDNON	PSA-SA-154-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 10 - BUKIDNON	PSA-SA-160-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 10 - BUKIDNON	PSA-SA-156-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 10 - SOCD	PSA-SA-208-2015	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 the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 11 - DAVAO DEL SUR	PSA-SA-328-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 11 - SOCD	PSA-SA-210-2015	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 field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 13 - SOCD	PSA-SA-285-2015	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	
Information Officer I - Examines data collected from censuses and surveys and other statistical inquires including those obtained from secondary sources for efficient methods, consistency, and other reasonableness of data; - Helps institute efficient establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to ensure equitable distribution of work among them with targets periods; - Prepares/edits publications/EC materials (Infographics Special Releases, Press Releases) etc.	11	1	RSSO 09 - SOCD	PSA-INFO1-80-2015	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 Officer I - Examines data collected from censuses and surveys and other statistical inquires including those obtained from secondary sources for efficient methods, consistency, and other reasonableness of data; - Helps institute efficient establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to ensure equitable distribution of work among them with targets periods; - Prepares/edits publications/EC materials (Infographics Special Releases, Press Releases) etc.	11	1	RSSO NCR - SOCD	PSA-INFO1-82-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO NCR - NCR III	PSA-REGO1-233-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO NCR - NCR IV	PSA-REGO1-215-2015	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO NCR - NCR IV	PSA-REGO1-220-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 01 - ILOCOS SUR	PSA-REGO1-121-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 02 - ISABELA	PSA-REGO1-105-2015	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
Registration Officer I -Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; -Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 03 - AURORA	PSA-REGO1-108-2015	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 03 - BULACAN	PSA-REGO1-111-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 03 - TARLAC	PSA-REGO1-112-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 04B - ORIENTAL MINDORO	PSA-REGO1-149-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 05 - ALBAY	PSA-REGO1-205-2015	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 05 - CAMARINES SUR	PSA-REGO1-90-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 05 - CATANDUANES	PSA-REGO1-92-2015	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
Registration Officer I - Assists in coordinating LCROs in connection with the submission of civil registry documents; Assists in facilitating and/or attending trainings, seminars of LCRs and solemnizing officers; Screens, evaluates birth, death and marriage documents from the LCROs.	10	1	RSSO 09 - ZAMBOANGA DEL NORTE	PSA-REGO1-162-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 10 - MISAMIS OCCIDENTAL	PSA-REGO1-169-2015	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
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 10 - MISAMIS ORIENTAL	PSA-REGO1-167-2015	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 11 - DAVAO DEL SUR	PSA-REGO1-176-2015	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 - Monitors attendance of PO employees; - Maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 04B - OCCIDENTAL MINDORO	PSA-ADOF1-497-2015	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 - Monitors attendance of PO employees; - Maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 05 - MASBATE	PSA-ADOF1-562-2015	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 Officer I - Monitors attendance of PO employees; maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 06 - ANTIQUE	PSA-ADOF1-541-2015	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 - Monitors attendance of PO employees; - Maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 06 - ILOILO	PSA-ADOF1-619-2015	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 - Monitors attendance of PO employees; maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 07 - SIKUIJOR	PSA-ADOF1-533-2015	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 Officer I - Monitors attendance of PO employees; maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 09 - ZAMBOANGA SIBUGAY	PSA-ADOF1-611-2015	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 -Monitors attendance of PO employees; maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports. - Provides administrative service function to the Provincial Office - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office: - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 12 - SULTAN KUDARAT	PSA-ADOF1-489-2015	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 - Monitors attendance of PO employees; - Maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports. - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office: - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 03 - ZAMBALES	PSA-ADOF1-510-2015	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 Officer I - Monitors attendance of PO employees; maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO NCR - NCR V	PSA-ADOF1-458-2015	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 Assistant III -Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed. -Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO NCR - NCR III	PSA-ADAS3-55-2015	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 - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 01 - ILOCOS SUR	PSA-ADAS3-50-2015	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

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 03 - NUEVA ECIJA	PSA-ADAS3-41-2015	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 - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 04A - CAVITE	PSA-ADAS3-20-2015	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 - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 04A - RIZAL	PSA-ADAS3-22-2015	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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Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 10 - MISAMIS ORIENTAL	PSA-ADAS3-35-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 01 - SOCD	PSA-ASTAT-93-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 02 - ISABELA	PSA-ASTAT-73-2015	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 Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 02 - QUIRINO	PSA-ASTAT-75-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 04B - ORIENTAL MINDORO	PSA-ASTAT-124-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 04B - SOCD	PSA-ASTAT-148-2015	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 Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 05 - CATANDUANES	PSA-ASTAT-152-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 05 - SOCD	PSA-ASTAT-120-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 08 - NOTHERN SAMAR	PSA-ASTAT-66-2015	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 Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 09 - ZAMBOANGA DEL SUR	PSA-ASTAT-96-2015	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 - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO13 - SURIGAO DEL SUR	PSA-ASTAT-156-2015	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 - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material; -Processes all money claims in accordance with the accounting, auditing rules and ensures that expenses are properly authorized and incurred.	8	1	RSSO NCR - NCR V	PSA-ADAS2-129-2015	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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LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD 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	
Administrative Assistant II - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material; -Processes all money claims in accordance with the accounting, auditing rules and ensures that expenses are properly authorized and incurred.	8	1	RSSO 04A - BATANGAS	PSA-ADAS2-115-2015	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 - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material; -Processes all money claims in accordance with the accounting, auditing rules and ensures that expenses are properly authorized and incurred.	8	1	RSSO 08 - CRASD	PSA-ADAS2-1-2016	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 - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material.	8	1	RSSO 10 - CAMIGUIN	PSA-ADAS2-154-2015	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant II - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material; -Processes all money claims in accordance with the accounting, auditing rules and ensures that expenses are properly authorized and incurred.	8	1	RSSO 13 - AGUSAN DEL SUR	PSA-ADAS2-127-2015	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 - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material; -Processes all money claims in accordance with the accounting, auditing rules and ensures that expenses are properly authorized and incurred.	8	1	RSSO 13 - CRASD	PSA-ADAS2-112-2015	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 I - Keeps and maintains all files (memoranda, correspondence, reports); - 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).	7	1	RSSO 01 - OD	PSA-ADAS1-171-2015	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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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant I - Keeps and maintains all files (memoranda, correspondence, reports); - 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).	7	1	RSSO 06 - OD	PSA-ADAS1-168-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO NCR - NCR I	PSA-ADA6-233-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO NCR - NCR II	PSA-ADA6-235-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO NCR - NCR II	PSA-ADA6-236-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 01 - ILOCOS SUR	PSA-ADA6-170-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 01 - LA UNION	PSA-ADA6-174-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 03 - NUEVA ECIJA	PSA-ADA6-187-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 04A - BATANGAS	PSA-ADA6-179-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 04A - CAVITE	PSA-ADA6-178-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 04B - OCCIDENTAL MINDORO	PSA-ADA6-124-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 08 - NORTHERN SAMAR	PSA-ADA6-77-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 09 - CRASD	PSA-ADA6-138-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 10 - BUKIDNON	PSA-ADA6-91-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 10 - MISAMIS ORIENTAL	PSA-ADA6-95-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 11 - DAVAO DEL SUR	PSA-ADA6-159-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 11 - DAVAO ORIENTAL	PSA-ADA6-162-2015	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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Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 12 - COTABATO	PSA-ADA6-118-2015	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 - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; - Provides administrative support to the division.	6	1	RSSO 12 - SOUTH COTABATO	PSA-ADA6-119-2015	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