

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE  
AS OF 20 APRIL 2021

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>GRAND TOTAL</b>		<b>9</b>							
<b>Administrative Officer V</b> - Assists the Chief Administrative Officer in prescribing standard office procedure in all personnel transactions including the processing of appointments, leave benefits and the custody of vital personnel records; - Maintains familiarization on the CSC rules, laws, procedures & requirements connected with the evaluation process, leave benefits & other aspects of personnel functions; - Plans; supervises and coordinates the activities of the section in the development, installation and maintenance of training programs to upgrade the quality of technical and non-technical personnel of the PSA as well as other government statistician; and - Determines budget requirement for the various training programs and for the operation of the Section.	18	1	CRCSO-FAS-HRD	PSA-ADOF5-171-2021	Bachelor's degree relevant to the job	With at least two (2) years of relevant experience	With at least eight (8) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat.  Preferably with IT experience
<b>Accountant II</b> - Checks the completeness of financial statements and attachments submitted of regional offices assigned; - Review and analyze recording of transactions of regional and provincial office; - Consolidate trial balance, financial reports/statements & journals submitted by the regional offices assigned; - Coordinates and give feedback to the field offices after review of the monthly financial reports submitted and recommend for any adjustments if necessary; and - Performs other related tasks assigned from time to time by the immediate supervisor.	16	2	CRCSO-FAS-AD	PSA-A2-164-2021 PSA-A2-165-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	RA1080 (CPA)	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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<b>Administrative Officer IV</b> - Reviews/Evaluates Memoranda of Fund transfers; - Allocates amount of sub-allotment to regional offices based on the schedule of activities and status of Cash in coordination with the Regional Budget Officers; and - Monitors utilization of funds (Allotment and Cash) transferred to RSSOs (17 OUs).	15	2	CRCO-FAS-BD	PSA-ADOF4-167-2021 PSA-ADOF4-168-2021	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<b>Internal Auditor I</b> - Under general supervision, conducts researches to obtain background information on activities to be conducted; and - Discusses research findings with the audit team leader.	11	1	ONS-IAD	PSA-IAUD1-178-2021	Bachelor's degree relevant to the job (Law, Accounting, Public Administration, Criminology, Information technology/Computer Science and other disciplines related to the above mentioned)	At least one (1) year in position/s involving government Internal Auditing, Administrative or Criminal Investigation and/ or Forensics (e.g., Accounting, Information Technology, and other related disciplines)	At least four (4) hours of training in government Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<b>Administrative Officer II</b> - Performs assignments related to rewards and recognition such as computation of salaries and benefit, monitoring of Individual Performance Commitment Review; and - Assists in recruitment in selection process including separation of appointment paper and updating of plantilla as necessary.	11	2	CRCO-FAS-HRD	PSA-ADOF2-172-2021 PSA-ADOF2-173-2021	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat  Preferably with IT experience
<b>Administrative Assistant III</b> - Checks/Examines paper attached in vouchers, payrolls, purchase orders, and other related documents to ascertain that the documents are in conformity with existing policies and in accordance with the accounting and auditing rules and regulations; - Maintains index of payment made; - Compute and process various payrolls and other money claims; - Prepares working paper for the tax related deduction of money claims; and - Performs other tasks that may be assigned by supervisor/s.	9	1	CRCO-FAS-AD	PSA-ADAS3-166-2021	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat