PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 18 JANUARY 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	
TOTAL		13							
Chief Administrative Officer - Supervises the overall operation of the General Services Division and signs documents; - Plans, directs, and coordinates all administrative service functions of PSA; - Supervises the effective control of supplies and materials on stock; - Supervises the maintenance of office equipment, vehicles and buildings; and - Recommends the approval of work orders and purchase orders for supplies, materials, equipment and repair of office equipment and vehicles and approves disbursement vouchers for payment (as may be delegated by the head of agency) and implements office regulations and policies for the security of office properties.	24	1	CRCSO-FAS-GSD	PSA-CADOF-100-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least four (4) years of supervisory/ management experience	With at least 40 hours of supervisory/ management learning and development intervention	With at least Career Service (CS) Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Chief Statistical Specialist - Serves as technical and administrative head of the division; - Plans, organizes, directs, coordinates, and controls programs, policies, standards, guidelines, and systems relative to the conduct of statistical surveys/studies on non industrial sectors; - Oversees the implementation of statistical data collection, estimation, compilation, review, and validation related to statistical data of non-industrial sectors; and - Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor standards and relations statistics	24	1	SSO-ESSS-SSD	PSA-CSTATS-82-2015	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 five (5) years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS Professional/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Chief Statistical Specialist - Serves as technical and administrative head of the division; - Plans, organizes, directs, coordinates, and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on labor relations and standards; - Oversees the implementation of statistical data collection, estimation, compilation, review, and validation related to labor relations and standards; and - Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor relations and standards statistics.	24	1	SSO-SSSS-LSRSD	PSA-CSTATS-98-2015	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 five (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
Registration Officer V - Endorses the approval of enrolment of new registrants into the PhilSys; - Oversees and manages the division in conducting validation and investigation, resolution and monitoring of potential duplication of individuals being enrolled into the PhilSys based on existing demographic and biometric standards; - Adjudicates and recommends legal remedies and actions on all identity duplication cases/disputes and fraudulent entries/records; and - Leads the division in developing and implementing rules and regulations relative to the authentication of PhilSys records.	24	1	PRO-RSMS-IVID	PSA-REGO5-4-2019	Master's Degree or Certificate in Leadership and Management from the CSC	With at least four (4) years of experience in position involving management and supervision	With at least 40 hours of supervisory/management learning and development intervention	With at least CS Professional/ Second Level Eligibility	Preferably with bachelor's degree in Law and a Bar passer (Philippine Bar Exam) Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist - Serves as the assistant technical and administrative head of the division; - Assists in planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies in the division; - Monitors the activities and deliverables of the division and makes recommendations for improvement; and - Prepares budgetary and other resource requirements of statistical operations.	22	1	SSO-MAS-PAD	PSA-SVSTATS-74-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, or other related courses	With at least four (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 of 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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Internal Auditor IV - Under direct supervision, assists in supervising a division tasked with internal audit functions; - Prepares and reviews internal audit plans and programs; - Discusses internal audit plans and programs with the staff concerned; - Reviews written internal audit reports; - Trains new internal auditors; and - Rates performance of audit staff	22	1	ONS-IAD	PSA-IAUD4-1-2015	Bachelors degree relevant to the position (Public Administration, Accountancy, Information Technology/Computer Science and other disciplines related to the abovementioned)	With at least three (3) years of relevant experience involving Internal Auditing in the Public Sector (Government)	With at least 16 hours of relevant training in Government Internal Auditing (Public Sector)	With at least CS Professional/ Second Level Eligibility or Bar/ board passer on disciplines related to the above mentioned	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat Must have training on Internal Auditing Standards for the Philippine Public Sector and Internal Control Standards for the Philippine Public Sector
Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques, and methodologies for the improvement of the labor relations and standards statistical system; and - Implements statistical data collection, estimation, review, validation, generation and compilation of labor standards and relations statistics.	19	1	SSO-SSSS-LSRSD	PSA-SRSTATS-134-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three (3) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques, and methodologies for the improvement of the statistical systems for labor and employment, income and expenditure or overseas Filipinos; and - Leads in the preparation of survey instruments/statistical materials, specifications for the designs of data processing, tabulations and metadata relative to the conduct of the household surveys.	19	1	SSO-SSSS-IESD	PSA-SRSTATS-143-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three (3) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	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
Administrative Officer V - Consolidates and prepares budget proposal forms (Tier 1 and Tier 2) based on Budget Call and guidelines; and - Prepares reports and other documents needed for the technical budget hearings required by the NEDA, DBM, House of Representatives, and Senate of the Philippines.	18	1	CRCSO-FAS-BD	PSA-ADOF5-186-2015	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

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Statistical Specialist II - Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of FSD; and - Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data.	16	1	SSO-ESSS-FSD	PSA-SS2-216-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Keeps and maintain all files (memoranda, correspondence, and reports); - Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, etc.) and transmits messages to concerned staff; and - Screens all incoming routine papers requiring-signature of the ANS (for proper endorsement, certification, and attachments).	9	1	CTCO-NCS-OANS	PSA-ADAS3-10-2015	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
Administrative Aide VI (Clerk III) - Encodes drafts of various correspondence and reports prepared by the supervisor; - Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules and regulations, and information for dissemination to and/or implementation by the various divisions and units; and -Retrieves, cross-checks records for reproduction and authentication.	6	1	CRCSO-FAS-GSD	PSA-ADA6-223-2015	Completion of two (2) years studies in college	None Required	None Required	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
Administrative Aide VI (Clerk III) - Receives and controls queries concerning civil registry documents; - Compiles and files office correspondence, letters, endorsements, circulars, office orders, and other reference materials; and - Assists clients for their queries concerning civil registry documents	6	1	CRCSO-CRS-CRMD	PSA-ADA6-54-2015	Completion of two (2) years studies in college	None Required	None Required	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