

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 30 NOV 2022 TO 08 DEC 2022

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attachad	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL			44							
1	<p>Registration Officer V</p> <ul style="list-style-type: none"> - Exercises administrative control and supervision over the Civil Register Management Division; - Assists in the preparation of the general plan and program for the improvement of the civil registration system of the country and the improvement of quality and quantity of vital statistics; - Directs and coordinates the functions, activities, and work program of the different sections and unit of the division; - Takes appropriate actions on behalf of the Assistant National Statistician and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrars; - Examines and signs all certifications and communications pertaining to civil registration; - Represents the Civil Registrar General in any court whenever subpoena duces tecum is issued to him; and - Represents the Civil Registrar General in meetings, conferences, and other seminar gatherings. 	24	1	CRCO-CRS-CRMD	PSA-REG05-63-2015	Master's degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service (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
2	<p>Chief Statistical Specialist</p> <ul style="list-style-type: none"> - Oversees the implementation of statistical data collection, estimation, compilation, review, and validation related to agricultural accounts and indicators; - Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of statistical activities in relation to agricultural accounts and indicators; - Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations; and - Represents the organization in regional/national/or international meetings, committees, and conferences when so directed by the head of office. 	24	1	SSO-MAS-AAD	PSA-CSTATS-100-2015	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	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)	Forty (40) hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	Career Service (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
3	<p>Chief Statistical Specialist</p> <ul style="list-style-type: none"> - Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on employment demand; - Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to employment demand, and - Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on employment demand statistics 	24	1	SSO-SSSS-DHSD	PSA-CSTATS-81-2015	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	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)	Forty (40) hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	Career Service (Professional)/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
4	Project Evaluation Officer V - Manages the division in the establishment of effective Monitoring and Evaluation (M&E) systems for PhilSys; - Plans and implements M&E activities; - Ensures periodic submission of risk and M&E reports on the integrity and security of PhilSys; and - Leads the division in the conduct of data analyses, researches and studies on emerging issues and trends that may effect the operations of PhilSys.	24	1	PRO-PCMS-MED	PSA-PEO5-28-2019	Master's degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service (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
5	Project Development Officer V - Manages the end-to-end process of onboarding relying parties into the PhilSys ecosystem, the periodic renewal processes and the ongoing relationship with the National Government Agencies (NGAs) and its attached agencies, Government -Owned and -Controlled Corporations (GOCCs), Local Government Units (LGUs) as wells as State Universities and Colleges (SUCs); and - Acts as the focal point for relying parties for all issues, including coordination with the PRO System and Information Security Service for the technical integration and testing process and with the PSA Legal Service on MOAs, DSAs and other legal issues.	24	1	PRO-UCDMS-GSUCD	PSA-PDO5-81-2021	Master's degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service (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
6	Project Development Officer V - Develops policies, manuals, specifications, and standards for the roles and responsibilities of relying parties and the authentication, e-KYC and tokenization services provided by PhilSys to entities under the financial and telecommunications sector and the private sector entities including universities and colleges, e-commerce establishments and transportation companies, in close collaboration with relevant other teams in the PRO; and - Facilitates and oversees the coordination and conduct of activities and programs for the onboarding of Relying Parties from the Financial Inclusion and Private Sector.	24	1	PRO-UCDMS-FPSUCD	PSA-PDO5-82-2021	Master's degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service (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
7	Senior Statistical Specialist - Reviews, evaluates, analyzes livestock and poultry data and statistical reports; - Prepares the work programs and financial plans of the division related to the conduct of livestock and poultry survey; and - Supervises the implementation of the unit's work program.	19	1	SSO-ESSS-LPSD	PSA-SRSTATS-181-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
8	Senior Statistical Specialist - Supervises the implementation of the unit's work program; - Assists in the preparation of the work and financial plan of the division; and - Prepares specification for the design of the data processing, tabulation, and metadata.	19	1	SSO-SSSS-DHSD	PSA-SRSTATS-172-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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9	Senior Statistical Specialist - Prepares technical and administrative reports on the various censuses and surveys undertaken; and - Reviews statistics produced from censuses and surveys as to relevance, reliability and timeliness.	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	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)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	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 - Prepares specifications for the design of data processing, tabulations and metadata.	19	1	SSO-SSSS-LRSRD	PSA-SRSTATS-114-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
11	Project Development Officer III - Acts as Team Lead for the Financial Sector; - Takes lead in the development of use cases for the Financial Sector; - Develops and maintains project documentation; and - Provides secretariat and administrative support in the conduct of plans, programs, and activities of the division.	18	1	PRO-UCDMS-FPSUCD	PSA-PDO3-87-2021	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	Information Systems Analyst II - Assists in the device certification and relying party integration programs; and - Acts as technical support to Relying Party in the implementation of Authentication services.	16	1	PRO-SISS-DCRPID	PSA-INFOSA2-62-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13	Information Systems Analyst II - Supervises the monitoring and responding to reported Cybersecurity incidents within the PhilSys Registry Office (PRO).	16	1	PRO-SISS-ICD	PSA-INFOSA2-67-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14	Statistical Specialist II - Assists in the processing, generation and dissemination of census/survey and administrative data; - Assists in the planning, developing and directing programs/activities on collection, analysis and tabulation of data; - Prepares work and financial plan for the division; and - Edits, verifies and analyzes census/survey and administrative reports for accuracy, completeness, and reasonableness.	16	1	CRCO-CRS-VSD	PSA-SS2-485-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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15	<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Provides recommendations leading to the update, amendment or revision of the statistical standards and assist in the conduct of researches on improvement of statistical standards; - Prepares draft policies and implements activities on the following <ul style="list-style-type: none"> > Statistical Survey Review and Clearance System (SSRCS); > Registers and Administrative Forms Reporting System (RAFRS); > Philippine Statistical Quality Assurance Framework (PSQAF); > PSA Data Archive (PSADA) or Inventory of Statistical Standards in the Philippines (ISSIP); > Special Data Dissemination Standard (SDDS); > Activities in support of monitoring the Philippine Sustainable Development Goals > Task Force on Big Data for Official Statistics; > Core Regional Indicators (CoRe-Is); > Formulation and monitoring of implementation of official concepts and definitions in statistical activities of the PSA and other government agencies, and - Prepares correspondences, press releases and other administrative documents as well as periodic reports on progress of project, activities, accomplishments and budget utilization rate of the division. 	16	1	CTCO-SS-SSD	PSA-SS2-389-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16	<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators, and - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division. 	16	1	SSO-MAS-EAD	PSA-SS2-155-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17	<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Generates, compiles, consolidates, and updates statistics/indicators on the assigned subject matter; and - Prepares statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division. 	16	2	SSO-MAS-IAD	PSA-SS2-262-2015 PSA-SS2-337-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
18	<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division; - Serves as field coordinator in surveys and researches conducted by the division; 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-SSSS-DHSD	PSA-SS2-281-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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19	Statistical Specialist II - Generates, compiles, coordinates and updates statistics/indicators on labor standards and labor relations; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; and - Assists in supervising the conduct of survey field operations on Occupational Wages Survey and Integrated Survey on Labor and Employment.	16	1	SSO-SSSS-LSRSD	PSA-SS2-297-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20	Planning Officer II - Facilitates the development and updating of plans and programs related to PhilSys; and - Coordinates with the Planning Officer III in the consolidation of budget-related documents and conduct of planning related-activities.	15	1	PRO-PCMS-PPCD	PSA-PLO2-2-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21	Computer Maintenance Technologist II - Prepares IT hardware and software specifications for procurement and outsourcing; and - Performs other related work that may be assigned by the ISA II (Network Admin), ITO I (Server and Network), Assistant Division Chief, Division Chief, ANS, and DNS.	15	1	PRO-SISS-ISMD	PSA-CTMT2-61-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
22	Project Development Officer II - Acts as the focal point for relying parties for all issues, including coordination with the PRO-DCRPID for the technical integration and testing process, and with the PSA Legal Service on MOAs, DSAs and other legal issues for the Financial Sector Unit, and - Develops Proof of Concepts (POCs) for new use cases, services, and upgrades to the PhilSys.	15	1	PRO-UCDMS-FPSUCD	PSA-PDO2-85-2021	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
23	Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division; and - Processes and tabulates survey data.	13	2	SSO-ESSS-PSD	PSA-SS1-85-2015 PSA-SS1-114-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
24	Statistical Specialist I - Assists in the preparation of statistical report, - Processes and tabulates survey data/admin-based data; and - Prepares drafts of statistical report.	13	1	SSO-MAS-AAD	PSA-SS1-149-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (a.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
25	Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based; and - Prepares drafts of statistical reports.	13	2	SSO-MAS-SAD	PSA-SS1-157-2015 PSA-SS1-158-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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26	Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Processes and tabulates survey data/admin-based data, - Prepares survey instruments/statistical materials for statistical activities; and - Gathers information as inputs for the preparation of reports.	13	1	SSO-SSSS-SDSD	PSA-SS1-101-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	One (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
27	Accountant I - Assists in the preparation of financial reports/statements required by the Commission on Audit (COA) such as the Monthly and Quarterly Trial Balance, Monthly Bank Reconciliation and Journal Entry Vouchers, etc.; - Assists in the review of financial transactions and records of the regional offices periodically; - Assists in the monitoring and control of funds transferred to the regional/provincial offices by requiring the Bookkeepers and Disbursing Officers to maintain control worksheet and bank cash book, respectively, for every cash allocation received; and - Prepares journals, checks issued/disbursements by Disbursing Officers' Collection and Deposits Voucher and general journal.	12	1	CRCSO-FAS-AD	PSA-A1-162-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
28	Information Systems Analyst I - Monitors and maintains SMD managed services/systems, including creation, maintenance, and updating of IT resources, network, and support accounts; and - Prepares PhilSys information systems plan, ISMD ICT technical documents, and procurement reports.	12	4	PRO-SISS-ISMD	PSA-INFOSA1-64-2021 PSA-INFOSA1-67-2021 PSA-INFOSA1-68-2021 PSA-INFOSA1-69-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
29	Project Development Officer I - Assists in the development of use cases for the Private Sector, - Develops and maintains project documentation; and - Provides administrative support in the conduct of the plans and activities of the division.	11	1	PRO-UCDMS-FPSUCD	PSA-PDO1-85-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
30	Public Relations Officer I - Addresses non-contentious inquiries and complaints from feedback channels, - Escalates highly technical inquiries and complaints to immediate supervisor; and - Assists in drafting relevant manuals and generating monitoring reports of the Division.	11	2	PRO-FMCMS-FGD	PSA-PRO1-68-2021 PSA-PRO1-67-2021	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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31	Statistical Analyst - Assists the team leader in all establishment-based survey activities for selected industry of Manufacturing Sector; and - Assists in the preparation of statistical reports such as publication and special releases including lay-out of publication and conversion to PDF.	11	1	SSO-ESSS-ISD	PSA-SA-349-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
32	Statistical Analyst - Assists in processing, including checking completeness and consistency of data related to income & expenditure, labor & employment, Overseas Filipino Workers, and related concerns of the division; - Maintains the statistical data files of the unit/division; and - Assists in the preparation of statistical reports.	11	1	SSO-SSSS-IESD	PSA-SA-182-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
33	Registration Officer I - Executes procedures related to identity validation using technical solutions provisioned through the biometric identification system and the demographic verification system; and - Evaluates and resolves cases of possible duplication in identity registration.	10	1	PRO-ROS-IVD	PSA-REGO1-39-2021	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
34	Assistant Statistician - Assists in processing, compilation, and generation of foreign trade statistics from administrative-based reports; and - Updates and maintains various reference files necessary in the processing of import and export trade data.	9	1	SSO-ESSS-TSD	PSA-ASTAT-31-2015	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
35	Assistant Statistician - Assists in processing survey data/administrative data including checking completeness and consistency; and - Proofreads statistical tables generated from the statistical activities.	9	1	SSO-SSSS-DHSD	PSA-ASTAT-45-2015	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
36	Assistant Statistician - Assists in processing survey data including checking completeness and consistency; - Updates and maintains the lists of sample households and establishments for data collection activities; - Prepares status reports on statistical activities; and - Provides administrative support to the division.	9	1	SSO-SSSS-IESD	PSA-ASTAT-40-2015	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
37	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-PCMS-OANS	PSA-ADAS3-35-2019	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat