

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers

Posting Period: 21 JUN 2022 to 01 JUL 2022

NO.	POSITION TITLE	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
	TOTAL		5								
1	<p>Medical Officer (Pulmonologist)</p> <ul style="list-style-type: none"> - Ensures the timely diagnosis and treatment of acute infections suffered by Philippine Statistics Authority (PSA) Central Office personnel; - Recommends the appropriate diagnostic tests to identify the source of the infection, and recommend its appropriate management; - Prescribes antibiotics to treat bacterial infections. For certain types of infections, make recommendations on involvement of specialists in infectious diseases; - Provides care to patients with chronic infections; - Acts as resource person in internal health and wellness lecture/seminars; - Participates in internal health and wellness activities; and - Prepares and submits reports, and maintain records of PSA personnel which will then be turned over to the Human Resources Division. 	22	1	CRCSO-FAS-HRD	Doctor of Medicine	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	RA 1080	Php69,963.00	Php13,992.60	
2	<p>Administrative Officer V (Training Specialist III)</p> <ul style="list-style-type: none"> - Assists in drafting pertinent documents relevant to the planning and implementation of learning and development interventions (i.e., training designs, guidelines, memoranda, etc.); - Assists in committee meetings through secretarial membership/s; - Assists in the development, formulation and execution of policies, regulations and others in all areas of career and personal development in accordance with the civil service laws and rules; - Drafts the annual training calendar, subsequent revisions, and/or catch-up plans; - Prepares budget requirement/s for the various training programs, scholarship programs, and other programs for the operation of the section; - Serves as resource person in training programs and seminars; - Represents the division/agency on various meetings relative to training, scholarship, and other programs/interventions; - Prepares lectures and hand-outs for in-house training programs; - Acts as lecturer of some identified in-house training programs, seminars & workshops; and - Coordinates with training providers/scholarship sponsoring agencies on the available training/scholarship programs. 	18	1	CRCSO-FAS-HRD (Learning & Development Section)	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with CS Professional/ Second Level Eligibility	Php45,203.00	Php9,040.60	

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3	Administrative Officer IV (Nurse) - Provides basic nursing care, first aid, primary care to personnel of PSA; - Encodes, summarizes, and evaluates health survey results; - Administers prescribed medication and treatment including the dispensing of over-the-counter medicines subject to company guidelines and policies; - Coordinates with healthcare provider to set up annual exams and physicals for employees as necessary; - Works closely with the PSA Crisis Management Committee and the Human Resources Division as necessary to raise healthcare awareness which includes evaluating an employee's health and making lifestyle recommendations to improve their health. (e.g. Hold office-wide meetings to discuss general healthcare tips and recommendations; providing health alerts/bulletins to associates via email); - Conducts review and validation for Medical Certificates; - Maintains medical and other related records of PSA employees; and - Coordinates any rollouts and implementation of activities related to Health and Wellness.	15	1	CRCO-FAS-HRD	Bachelor's degree in Nursing or equivalent	With at least one (1) year of working experience in the related field specializing healthcare	With at least eight (8) hours of relevant training	RA 1080 Registered Nurse	Php35,097.00	Php7,019.40	
4	Administrative Officer IV (Training Specialist II) - Assists in drafting pertinent documents relevant to the functions of the section (i.e., letters, concept notes, training advisories, referenda, memorandum, etc.); - Assists in the monitoring of scholarship programs available and facilitating the submission or completion of documentary requirements of endorsed nominee/s; - Conducts research of available scholarships and coordinates with sponsoring agencies; - Assists in training implementation; - Assists in the dissemination of trainings and scholarship programs; - Assists in drafting of service contract and financial obligation of the scholars; and - Assists in screening the qualifications of nominees to the training/scholarship programs.	15	1	CRCO-FAS-HRD (Learning & Development Section)	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with CS Professional/ Second Level Eligibility	Php35,097.00	Php7,019.40	

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5	Administrative Officer II (Training Specialist I) - Assists in training implementation; - Assists in the monitoring of the submission of training evaluation forms; - Prepares special orders, disbursement voucher, and cost estimates on training programs budget; - Monitors the number of training programs attended by each employee to ensure equal opportunity principle and to implement the allowable training per person; - Assists in the documentation of trainings and meetings; - Assists in the preparatory activities of trainings (i.e., registration links, dissemination of training advisories, etc.); - Assists in the drafting the analysis of the impact evaluation reports; - Prepares/screens certificate of training/participation; - Assists in consolidating and tabulating the responses on training evaluations (level 1, 2 and 3); and - Assists in updating the database on training/scholarship/study leave/private practice of profession and continuing educational program.	11	1	CRCO-FAS-HRD (Learning & Development Section)	Bachelor's degree relevant to the job	None required	None required	Preferably with CS Professional/ Second Level Eligibility	Php25,439.00	Php5,087.80	