

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 26 FEBRUARY 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	
GRAND TOTAL		14							
Senior Statistical Specialist -Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him; -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.;	18	1	RSSO 10-SOCD	PSA-SRSTATS-111-2015	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 twenty-four (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 twelve (12) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II -Assists in the planning, developing and directing programs/activities on 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 insure 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-LAGUNA	PSA-SS2-159-2015	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 sixteen (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
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-NEGROS OCCIDENTAL	PSA-SS2-389-2015	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 sixteen (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

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<p>Administrative Officer IV</p> <p>- 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;</p> <p>- 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.</p>	15	1	RSSO NCR-CRASD	PSA-ADOF4-534-2015	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
<p>Registration Officer II</p> <p>- Supervises and monitors the day to day operations of the staff engaged in the screening, evaluation, coding and machine processing using the Decentralized Vital Statistics System (DVSS) of civil registry documents submitted by the Office of the Local Civil Registrars. Ensure that Application of Marriage is submitted in applicable registered Marriages;</p> <p>- Ensures the screening, evaluation and completeness of requirements of Solemnizing Officers applying for the registration of their authority to solemnize marriage and for the issuance of Certificate of Registration of Authority to Solemnize Marriage (CRASM);</p> <p>- Ensures proper keeping and maintenance of civil registry documents and secure civil registry forms/ security papers</p> <p>- Conducts trainings/acts as resource speaker and trainer during trainings in civil registration, and initiates civil registration activities for the province.</p>	14	1	RSSO 11-DAVAO DEL NORTE	PSA-REGO2-92-2015	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
<p>Information Systems Analyst I</p> <p>- Designs report/output layouts, prepares required logical diagrams, flowcharts;</p> <p>- Writes, codes and assembles computer programs instructions using symbolic programming system</p>	12	1	RSSO 03-SOCD	PSA-INFOSA1-111-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Information Officer I -Prepares publication and information dissemination materials based on census/survey results in the Region -Helps promotes the statistical products and services of the PSA Regional Office	11	1	RSSO 10-SOCD	PSA-INFO1-81-2015	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
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-409-2015	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 four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; -Assists in the computation of statistical measures and indices for data produced.	11	1	RSSO BARMM-SOCD	PSA-SA-271-2015	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 four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Provides administrative service function to the Provincial Office; - Encodes monthly disbursement journals and assist in processing of travel claims, purchase orders and disbursement vouchers; - Makes entries in cash book from collections and types the remittance advice;	10	1	RSSO 04A-CAVITE	PSA-ADCF1-584-2015	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

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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 MIMAROPA-OCCIDEN	PSA-ADOF1-498-2015	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
Registration Officer I - Check the completeness of data of the vital documents submitted at the Provincial Statistical Office and consolidate reports required by the Civil Registration Services for submission. -Conduct information dissemination and mobile registration to the Civil Registration Stakeholders in the province.	10	1	RSSO 06-ILOILO	PSA-REGO1-196-2015	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

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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 11-CRASD	PSA-ADAS2-114-2015	Completion of two (2) years studies in collage	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 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-ADAS 1-168-2015	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