

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 03 MARCH 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		30							
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-IVD	PSA-REG05-4-2019	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 forty (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
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-ADOF5-182-2015	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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<p>Planning Officer III</p> <ul style="list-style-type: none"> - Participates in the formulation, monitoring and assessment of annual and long term plans of the office, initiates improvements in the office procedures and policies; - Assists in the preparation of procedures for the planning workshops, instruments to be used for planning, and prepares budget estimates for various planning activities; - Prepares annual, quarterly, monthly and other related reports on the status and accomplishments and censuses, surveys, researches and other projects of the office; and - Assists in the preparation of the work program of the office and coordinates the implementation of projects in the field offices. 	18	1	ONS-PMS	PSA-PLO3-13-2015	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
<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Assists in undertaking researches and planning/implementation/conduct of activities (e.g. remote sensing, pretests, pilot census, census field operations, processing, tabulation, dissemination) of Census of Agriculture and Fisheries (CAF); and - Studies, makes recommendations, and design the content, format, and data structure of 2022 CAF household-based and establishment-based questionnaires for different methods of data collection (face-to-face, self-administered, online, etc.) using Pen-and-Paper Personal Interviews (PAPI), Computer-Assisted Personal Interview (CAPI), Computer-Assisted Web Interviewing (CAWI), etc. 	16	2	CTCO-NCS-AFCD	PSA-SS2-212-2015 PSA-SS2-213-2015	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>Statistical Specialist II</p> <p>- Assists the technical lead person in the development of the sampling design and frame for household-based surveys, agriculture and fisheries surveys and industry/establishment-based surveys; and</p> <p>- Assists in the maintenance and updating of sampling frame including assistance in the development of geospatial database for sampling frames and the review of generated list of samples.</p>	16	1	CTCO-NCS-CPCD	PSA-SS2-192-2015	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
<p>Statistical Specialist II</p> <p>-Compiles, consolidates, generates, updates and analyzes the estimates of the assigned resource/sector and/or subject matter of environmental accounts and environment statistics and other related indicators; and</p> <p>- Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.</p>	16	1	SSO-MAS-ENRAD	PSA-SS2-121-2015	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
<p>Statistical Specialist II</p> <p>-Generates, compiles, coordinates and updates statistics/indicators on the assigned subject matter; and</p> <p>- Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.</p>	16	1	SSO-SSSS-PHSD	PSA-SS2-483-2015	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
<p>Administrative Officer IV</p> <p>- Prepares lectures, hand-outs for in-service trainings and acts as lecturer trainer during in-service training, seminars & statistical operations; and</p> <p>-Assists the Chief Administrative in the variety of Personnel functions primarily on the processing of promotional and original appointment papers of varied nature in Central & Field Offices.</p>	15	1	CRCO-FAS-HRD	PSA-ADOF4-545-2015	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

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Information Officer II - Assists in the development of communication and publicity plans for strategic improvement of information dissemination of PSA Products and Services; and - Assists in the formulation of information dissemination policies, and standards including media relations policies for PSA Products and Services.	15	2	CTCO-ITDS-KMCD	PSA-INFO2-67-2015 PSA-INFO2-65-2015	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
Senior Administrative Assistant III -Takes dictation and transcribes shorthand notes, Maintains confidential files, Interviews callers and refers to proper office; -Manages the schedule of the National Statistician, Manages the official email accounts of the National Statistician; and -Provides technical and administrative assistance to the National Statistician; and Prepares travel documents and liquidations for the National Statistician.	15	1	ONS-CORE	PSA-SADAS3-7-2015	Completion of two (2) years studies in college	With at least three (3) years of relevant experience	With at least sixteen (16) hours or relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer II - Supervises and monitors the day to day operation of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the office of the Local Civil Registrar; and - Prepares reports and Performance Ratings of employees.	14	2	CRCO-CRS-CRMD	PSA-REGO2-83-2015 PSA-REGO2-80-2015	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

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Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; and -Organizes and updates databases of the division.	13	1	SSO-MAS-SAD	PSA-SS1-158-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least eight (8) 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 four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based; - Prepares survey instruments for statistical activities; - Gathers information as inputs for the preparation of reports; and - Prepares drafts of statistical reports.	13	1	SSO-MAS-PAD	PSA-SS1-83-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least eight (8) 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 four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports/article , memoranda, letters and other official documents related to income and expenditure, labor, and employment, Overseas Filipino Workers, and related concerns of the division; - Processes and tabulate survey result; and - Instruments/materials for statistical activities.	13	1	SSO-SSSS-IESD	PSA-SS1-122-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least eight (8) 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 four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Information Systems Analyst I - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document; - Assist in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; and - Prepares the detailed documentation of the programs/modules assigned.	12	1	CTCO-ITDS-SDD	PSA-INFOSA1-73-2015	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
Administrative Officer II -Prepares systematic and effective control & monitoring of supplies/materials/equipment; and -Reviews Property Acknowledgement Receipts (PAR) for newly purchased PSA properties and equipment.	11	1	CRCO-FAS-GSD	PSA-ADCF2-110-2015	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 - Processes survey data including checking completeness and consistency; - Collects and compiles statistical data; -Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; and - Assists in the organization and updating of databases of the division.	11	1	SSO-ESSS-PSD	PSA-SA-358-2015	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

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Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; and - Assists in the preparation of statistical reports.	11	1	SSO-MAS-AAD	PSA-SA-279-2015	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 - Collects, organizes and reviews data for the generation of estimates of the national and regional accounts and other related accounts and indicators; and - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	11	1	SSO-MAS-IAD	PSA-SA-247-2015	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 - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; and - Gathers information as inputs for the preparation of reports,	11	1	SSO-MAS-PAD	PSA-SA-86-2015	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 - 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	2	SSO-SSSS-IESD	PSA-SA-183-2015 PSA-SA-182-2015	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

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Administrative Assistant III - Assists the immediate supervisor in the discharge of functions, related to personnel matters, record-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services; and - Assists the immediate supervisor in the preparation of administrative reports and communication	9	1	CRCO-FAS-GSD	PSA-ADAS3-75-2015	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 Assistant III - Keeps and maintain all files (memoranda, correspondence, 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	CRCO-FAS-OANS	PSA-ADAS3-15-2015	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
Assistant Statistician - Assembles, transcribes, and summarizes data for accuracy of entries and of totals; - Assists in the computation of simple statistical measures by utilizing established formulas; and - Assists in organizing data for tabulation and/or the preparation of statistical charts, graphs, and other devices.	9	1	SSO-ESSS-FSD	PSA-ASTAT-38-2015	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 Assistant II - Keeps and maintains all files (memoranda, correspondence, reports); and - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff.	8	1	CRCO-CRS-CRMD	PSA-ADAS2-86-2015	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

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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	CRCSC-CRS-CRMD	PSA-ADA6-59-2015	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