PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD **18 JAN 2022** TO **02 FEB 2022**

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	
	TOTAL		26							
1	**Information Technology Officer I** - Develops and formulates standards and procedures for the device certifications and relying party integration of PhilSys; and - Provides technical assistance to the PhilSys in the context of device certifications and relying parties integration including appropriate support.	19	1	PRO-SISS-DCRPID	PSA-ITO1-57-2021	Bachelor's degree relevant to the job	With at least two years of relevant experience	With at least eight hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably Bachelor's degree in Computer Science, Information Systems or related Computer Engineering courses; with trainings in Network Administration, Information System Security, Linux, JSON, Programming, Database Integration and Management, Operating Systems, etc.; with background in JAVA language, JSON language and Linux language/OS and has experience working on Open APIs Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	**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-144-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three 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	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
3	**Administrative Officer V** - Assists the Chief Administrative Officer in prescribing standard office procedure in all personnel transactions including the processing of appointments, leave benefits, personnel benefits and computation; learning and development, human relations, and the custody of vital personnel records; - Plans, supervises and coordinates the activities of Human Resources Unit for smooth operations in terms of recruitment, personnel development, benefits and compensation, performance management, records management or human relations.	18	1	CRCSO-FAS-HRD	PSA-ADOF5-189-2015	Bachelor's degree relevant to the job	With at least two years of relevant experience	With at least eight hours of relevant training	With at least 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 Preferably with IT experience

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE

POSTING PERIOD **1 8 JAN 2022** TO **0 2 FEB 2022**

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	
4	**Public Relations Officer III** - Formulates and recommends plans, standards and policies for the development of Grievance Redress Manual, Feedback and Complaint Monitoring system, Response Solutions Hub and Information awareness related to grievances; and - Reviews, evaluates and documents non-escalated and escalated issues submitted by the staff prior to endorsement to the head of the division and generates consolidated weekly report coming from online and offline channels such as email, SMS, social media, public assistance complaints desk, suggestion box, client satisfaction survey, and contact center.	18	1	PRO-FMCMS-FGD	PSA-PRO3-58-2021	Bachelor's degree	With at least two years of relevant experience	With at least eight hours of relevant training	With at least 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
5	**Information Systems Analyst II** - Collaborates with Use Cases Development and Management Service and other PhilSys counterparts as well as PhilSys relying parties in the preparation and development of User Specification Documents, Manuals, Modules/Programs, System Designs and Specification that pertain to device certification and relying party integration; and - Provides technical support to Relying Party in the implementation of Authentication services.	16	2	PRO-SISS-DCRPID	PSA-INFOSA2-63-2021 PSA-INFOSA2-64-2021	Bachelor's degree relevant to the job	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably Bachelor's degree in Computer Science, Electronics and Communications Engineering, Computer Engineering, Electrical Engineering, Information Systems or IT related courses; With knowledge in IT Project Scoping, management and deployment. Experience in manuals, policies and guidelines writing is a plus. With experience in any of the following: software analysis and design, business analysis, quality assurance, software development (preferably in Java, JavaScript, Python), PostgreSQL, APIs, Linux Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
6	**Information Systems Analyst II** - Develops plans and perform VAPT; and - Drafts reports on the conduct of VAPT.	16	2	PRO-SISS-ICD	PSA-INFOSA2-66-2021 PSA-INFOSA2-67-2021	Bachelor's degree relevant to the job	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	With at least one year of experience in any of the following: * System administration in Linux / Windows Systems * Firewalls / network security * Network administration Preferably Bachelor's degree in Computer Science, Information Systems or IT related courses; background on conduct of VAPT; trainings in systems and design With knowledge in IT Project Scoping, management and deployment. Experience in manuals, policies and guidelines writing is a plus 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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
7	**Statistical Specialist II** - Assists in the planning and development of the CPH including the design and review of the Census of Population and Housing (CPH) questionnaires and administrative forms and instructions manuals; and - Coordinates data processing activities for the CPH, including preparation of edit and table specifications and application of statistical quality control activities to ensure validity of census data, as well as prepares/writes analysis for publication of data and other forms of data dissemination.	16	1	CTCO-NCS-PHCD	PSA-SS2-380-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two 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/or other related field	With at least 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
8	**Administrative Officer IV** - Coordinates with PSA Committees and serves as lead in Secretariat activities; and - Assists the Chief AO in the variety of personnel functions primarily on drafting of guidelines, advisories, and other communications for internal and external clients, and assist in other HR functions.	15	1	CRCSO-FAS-HRD	PSA-ADOF4-542-2015	Bachelor's degree relevant to the job	With at least one year of relevant experience	With at least four hours of relevant training	With at least CS 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
9	**Statistical Specialist I** - Assists in the preparation of statistical reports; - Processes and tabulates survey data; - Prepares survey instruments for statistical activities; and - Gathers information as inputs for the preparation of reports.	13	1	SSO-ESSS-FSD	PSA-SS1-154-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one 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 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least 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
10	**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/admin-based data.	13	1	SSO-ESSS-PSD	PSA-SS1-119-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one 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 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least 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
11	**Statistical Specialist I** - Prepares inputs and recommendations for the improvement of statistical surveys and censuses, particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System; and - Assists in the development and monitoring of implementation of statistical standards and data quality assurance framework.	13	1	SSO-ESSS-SSD	PSA-SS1-143-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one 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 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least 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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE

POSTING PERIOD **1 8 JAN 2022** TO **0 2 FEB 2022**

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	
12	**Information System Analyst** - Assists in the conduct of VAPT; and - Assists in drafting reports on the conduct of VAPT.	12	1	PRO-SISS-ICD	PSA-INFOSA1-74-2021	Bachelor's degree relevant to the job	None required	None required	With at least 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 Preferably Bachelor's degree in Computer Science, Information Systems or IT related courses
13	**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	With at least 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
14	**Computer Maintenance Technologist I** - Provides technical helpdesk support to the PhilSys implementation including technical support to field offices for the operations of registration client, network, and system operations; and - Sets up, installs, configures, maintains, and repairs of PhilSys ICT equipment and peripheral devices.	11	1	PRO-SISS-ISMD	PSA-CTMT1-79-2021	Bachelor's degree relevant to the job	None required	None required	With at least CS 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
15	**Administrative Officer II** - Assists in the monitoring and evaluation of attendance reports, computation of leave credits, processing of applications for leave, retirement and various personnel documents; - Collects useful information related to personnel matters; - Assists in recruitment and selection process including preparation of appointment paper and updating of plantilla as necessary; and - Assists in learning and development functions as necessary.	11	2	CRCSO-FAS-HRD	PSA-ADOF2-121-2015 PSA-ADOF2-124-2015	Bachelor's degree relevant to the job	None required	None required	With at least 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
16	**Statistical Analyst** - Compiles, analyzes and generates statistical data on L&P commodities; - Gathers information as inputs for the preparation of reports; and - Prepares statistical reports.	11	1	SSO-ESSS-LPSD	PSA-SA-191-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least 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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LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE

POSTING PERIOD **1 8 JAN 2022** TO **0 2 FEB 2022**

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	
17	**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 or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least 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
18	**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-ADA6-61-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	With at least Career Service Subprofessional/ First Level Eligibility	To be assigned at ONS-CORE Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	**Statistician Aide** - Assists in the processing of import and any other administrative-based statistics which includes data entry, coding and editing; and - Assists in maintenance of an efficient filing system of administrative documents.	4	1	SSO-ESSS-TSD	PSA-STATA-36-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	With at least 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
20	**Statistician Aide** - Assists in proof reading tables generated from the statistical activities; - Provides administrative support to the division; - Encodes drafts of various report, and correspondence prepared by the supervisor; - Assists in maintenance of an efficient filing system of administrative documents; and - Assists in the performance of liaison functions.	4	1	SSO-SSSS-DHSD	PSA-STATA-42-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	With at least 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