PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Worker
Posting Period: 31 May to 10 June 2021

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		**27**								
1	**Information Systems Analyst III** • Develops and implement quality assurance standards and procedures on the personalization and kitting processes of the PhilIDs; • Prepares and submit qulity assurance reports of PhilIDs; • Plans and design system testing protocols to be used in the development of PhilSys; • Coordinates plans and activities in the conduct of orientation and training of personnel involved in the implementatin of quality assurance principles and testing processes; • Determines project timeline and cost estimates; • Identify risk and action plan; • Evaluates systems testing performance and recommed corrective measure when necessary; and • Performs other tasks that may be assigned by the supervisor/s.	19	1	PRO-ROS-IDPMD	Bachelor's degree relevant to the job	At least two (2) years of relevant experience	At least eight (8) hours of relevant training	Preferably with CS Professional/ Second Level Eligibility	Php42,099.00	Php8,419.80	• Preferably graduate of IT or any related course
2	**Information Systems Analyst II** • Assists ISA III in the implementation of quality assurance standards and procedures in the personalization and kitting processes of the PhilIDs; • Inspects printed PhilIDs for defects and deviations from specifications and recommend necessary corrective actions; • Observes and monitor production operations and equipment to ensure conformance to specifications; • Assess technical issues and coordinate findings to ISA III; and • Perfoms other tasks that may be assigned by the supervisor/s.	16	10	PRO-ROS-IDPMD (Quality Assurance Unit)	Bachelor's degree relevant to the job	At least one (1) year of relevant experience	At least four (4) hours of relevant training	Preferably with CS Professional/ Second Level Eligibility	Php31,765.00	Php6,353.00	• Preferably graduate of IT or any related course.
3	**Information Systems Analyst II** • Acts as the staff supervisor and ensure the smooth operations of the personalization and kitting of PhilIDs; • Prepares and implement standards and procedures for personalization and kitting; • Personalizes and kits PhilIDs according to targets; • Trains and evaluate IDPKU personnel; • Assess technical issues and escalate findings to ITO I; • Ensures strict compliance to policies and guidelines of PSA and BSP in the personalization facility; • Coordinates the turnover of personalized and kitted cards to the Quality Assurance (QA) unit; and • Performs other tasks that may be assigned by the supervisor/s.	16	7	PRO-ROS-IDPMD-ID Personalization and Knitting Unit (IDPKU)	Bachelor's degree relevant to the job	At least one (1) year of relevant experience	At least four (4) hours of relevant training	Preferably with CS Professional/ Second Level Eligibility	Php31,765.00	Php6,353.00	• Preferably graduate of IT or any related course.

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4	**Information Systems Analyst I** • Orients new IDPKU operators of the personalization and kitting machines; • Ensures enough quantity of cards and materials prior to personalization and kitting; • Executes printing of batch jobs and perform kitting of personalized cards; • Performs basic troubleshooting and report technical issues to ISA II; • Ensures the completeness of printed and kitted cards prior to turnover to the QA unit; and • Performs other tasks that may be assigned by the supervisor/s.	12	6	PRO-ROS-IDPMD	Bachelor's degree relevant to the job	None required	None required	Preferably with CS Professional/ Second Level Eligibility	Php22,149.00	Php4,429.80	• Preferably graduate of IT or any related course.
5	**Administrative Assistant V** • Develops and strictly implement Quality Management System plans, schedules, policies and procedures; • Propose/facilitates the establishment of quality standard program as needed and required by PSA-PRO; • Manages trainings and seminars on PSA-IPMD established standards; • Coordinates with the Human Resources Division; and • Performs other tasks as may be assigned by the supervisor/s.	11	1	PRO-ROS-IDPMD	Completion of two (2) years studies in college	At least one (1) year of relevant experience	At least four (4) hours of relevant training	Preferably with CS Subprofessional/First Level Eligibility	Php20,179.00	Php4,035.80	• Preferably with internal and extenal communication skills (QMS)
6	**Computer Operator II** • Performs sorting of kitted PhilIDs for delivery; • Assists in the preparation of all required documentation and reports of the distribution unit; • Performs basic troubleshooting and report technical issues to ISA II; • Ensures the completeness of packed PhilIDs before turn over to the delivery partner; • Provides necessary reports and updates with regard to daily operations unit; and • Performs other tasks that may be assigned by the supervisor/s.	9	2	PRO-ROS-IDPMD	Completion of two (2) years studies in college or high school graduate with relevant vocational/trade course	At least one (1) year of relevant experience	At least four (4) hours of relevant training	Preferably with CS Subprofessional/First Level Eligibility or Data Encoder (MC 11, s. 96-Cat I)	Php17,473.00	Php3,494.60	