PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 28 May 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		12							
Information Technology Officer III - Leads the division in designing, personalizing and printing of Phil ID (ID cards); - Coordinates with Bangko Sentral ng Pilipinas (BSP) on the production of blank Phil IDs and inclusion of required security features; and - Oversees the issuance and distribution of the Phil ID to Filipino Citizens and resident aliens.	24	1	PRO-RSMS-IDPMD	PSA-ITO3-13-2019	Master's degree or Certificate in Leadership and Management from the CSC	With at least four (4) years in position/s including management and supervision	With at least forty (40) hours of supervisory/management learning and development intervention undertaken within the last 5 years	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Technology Officer III - Facilitates and oversees the conduct of activities and programs on vulnerability assessment, risk management, and disaster recovery to ensure the compliance of the PhilSys to the Data Privacy Act and to other pertinent laws and standards on information and cybersecurity; and - Serves as the technical and administrative head of the division.	24	1	PRO-SISS-ICD	PSA-ITO3-82-2021	Master's Degree or Certificate in Leadership and Management from CSC	At least four (4) years of experience in position involving management and supervision	At least forty (40) hours of training in management and supervision	Career Service Professional/ Second Level Eligibility	Preferably Master's Degree in Engineering courses; with background on ICT Security, Nework, Applicationms Development or Database Management, ICT Infrastructure and Information System; with training on Cybersecurity undertaken within the last 5 years Background in cybersecurity is an advantage Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Public Relations Officer V - Leads in the development and implementation of Feedback and Grievance Redress Manual, Grievance Redress Framework and systematic process flows for related to the operations of the division and for the strategic improvement in handling, addressing, documenting feedback and grievances; and - Formulates policies and guidelines related to feedback and grievances.	24	1	PRO-FMCMS-FGD	PSA-PRO5-55-2021	Master's Degree or Certificate in Leadership and Management from CSC	At least four (4) years of experience in position involving management and supervision	At least fourty (40) hours of training in management and supervision	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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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-ROS-IVD	PSA-REGO5-4-2019	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
Information Technology Officer II - Assists the division chief in the supervision and coordination of the work of all units/teams/personnel in the division; - Assists the division chief in monitoring the progress of the system development and other activities/projects assigned to the division, and recommends interventional, corrective, and/or transformational actions if needed; and - Assists the division chief in planning, monitoring and implementing policies, productivity standards, and procedures and techniques for the efficient and effective day-to-day operation of the division.	22	1	CTCO-ITDS-SDD	PSA-ITO2-57-2015	Bachelor's degree relevant to the job	With at least three (3) years of relevant experience	With at least sixteen (16) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews evaluates and analyzes data relative to theories techniques and methodologies for the improvement of the employment demand statistical system; - Assists in the preparation of the work and financial plan of the division; and -Serves as technical head in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and statistical and research agencies.	19	1	SSO-SSSS-EDSD	PSA-SRSTATS-117-2015	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 eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses

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Administrative Officer IV -Supervises the procurement of supplies/materials/equipment; and - Assists in supervising the requisitioning, canvassing, issuing and recording, storekeeping of equipment, supplies and materials, and reviews/checks invoices and other supporting papers required for the payment of items delivered.	15	1	CRCSO-FAS-GSD	PSA-ADOF4-538-2015	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
Computer Maintenance Technologist II -Prepares IT hardware and software specifications for procurement and outsourcing; and -Performs other related work that may be assigned by the ISA II (Network Admin), ITO I (Server and Network), Assistant Division Chief, Division Chief, ANS and DNS.	15	1	CTCO-ITDS-SOID	PSA-CTMT2-76-2015	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
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-SS1-84-2015	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
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-INFOSA1-81-2015	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

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Legal Assistant I -Assists in drafting of letters, memorandum, formal charge, contract, pleading, decision, and other legal matters; - Assists in conducting investigation of administrative cases; and - Reviews petition for correction of clerical error and/or change of first name under RA 9048.	10	1	ONS-LS	PSA-LEA1-24-2015	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 Assistant II - Computes leave credits; - Processes all kinds of leaves; prepares service records, appointment papers, certification of accumulated leave credits, employment & compensation; processes retirement papers; adjudicates retirement benefits pay; - Assists in the preparation of plantilla; - Takes charge in the safekeeping & maintenance of personnel records; and - Types certificates necessary for the processing of retirement pay.	8	1	CRCSO-FAS-HRD	PSA-ADAS2-89-2015	Completion of two (2) years studies in college or High School Graduate with relevant vocational /trade course	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