

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Worker
As of 27 July 2020
Posting Period: 27 July to 14 August 2020

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			79								
1	Attorney IV <ul style="list-style-type: none"> - Facilitate the documentation of existing and emerging personal data processing systems of PhilSys and maintain an inventory thereof; - Lead the development of specific data privacy and protection policies, guidelines and standards, and recommend such for the approval of DPO; - Facilitate the cascading of data privacy and protection policies, guidelines and standards across all organizational units involved in PhilSys operations; - Establish a mechanism for regular monitoring and assessment of compliance to data privacy and protection policies and guidelines in place; - Undertake periodic review of the data privacy and protection policies, guidelines, and standards to ensure its effectiveness and responsiveness to developing PhilSys processes, and emerging technology and best practices in data privacy and protection; - Facilitate the conduct of privacy impact assessments to identify, evaluate and manage data privacy and protection risks, and ensure communication of findings to relevant stakeholders; - Lead the creation of a data privacy training and awareness program for PhilSys in collaboration with the Human Resources Division of PSA; - Facilitate the creation of committees within PhilSys for the implementation of relevant data privacy and protection roles as may be identified; - Undertake coordination activities with NPC and other relevant committees on matters concerning data privacy and protection policies, guidelines, and issues of PhilSys; and - Perform other duties and tasks related to data privacy and protection that may be assigned by the DPO or DNS. 	23	1	PRO-ODNS	Bachelor's of Law or equivalent degree	With at least two (2) years of experience in management or oversight of data privacy and security initiatives in government or the private sector	With at least eight (8) hours of supervisory/management training or training relevant to data privacy	R.A. 1080 (BAR)	Php65,604.00	Php13,120.80	<ul style="list-style-type: none"> - Preferably with extensive knowledge and experience in implementing organizational data privacy measures in compliance with RA 10173 or the Data Privacy Act of 2012 - Preferably with training/certification on data privacy and security

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2	Information Technology Officer II (Information Security Officer) <ul style="list-style-type: none"> • Lead the development of information security policies, guidelines and mechanisms for PhilSys, with emphasis on data breach management, and ensure the incorporation of such in the overall privacy management program in PhilSys; • Coordinate with relevant operating units within PhilSys, PSA, and DICT to ensure the implementation of approved information security policies, guidelines and mechanisms; • Facilitate the identification of information security risks and recommend corresponding measures to mitigate these risks; • Facilitate the regular conduct of vulnerability assessment in PhilSys infrastructure and recommend measures to address security exposures; • Ensure the conduct of regular data breach drills to assess organizational capacity, preparedness and response; • Establish a mechanism for regular monitoring and assessment of compliance to information security protocols; • Facilitate the reporting of data breach incidents to NPC within the prescribed period, and maintain an inventory of security incidents thereof; • Undertake methodological review of emerging methods and technology in the area of information security, and ensure incorporation of such in the existing information security policies, guidelines, and protocols where feasible, to ensure alignment with prevailing national and international standards; and • Perform other duties and tasks related to data privacy and protection that may be assigned by the DPO or DNS. 	22	1	PRO-ODNS	Bachelor's degree in Information Technology, Computer Science, Computer Engineering, Information Systems, or any related courses	With at least three (3) years of experience in managing or implementing data security systems and initiatives in government or the private sector	With at least 16 hours of supervisory/management training or other training relevant to data security	Career Service (Professional) Second Level Eligibility	Php58,717.00	Php11,743.40	<ul style="list-style-type: none"> • Preferably with extensive knowledge and experience in implementing organizational information security and cyber security measures • Preferably with training/certification on data privacy and security

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3	Information Systems Analyst III <ul style="list-style-type: none"> • Develop and implement quality assurance standards and procedures on the personalization and kitting processes of the PhilIDs; • Prepare and submit quality assurance reports of PhilIDs • Plan and design system testing protocols to be used in the development of PhilSys; • Coordinate plans and activities in the conduct of orientation and training of personnel involved in the implementation of quality assurance principles and testing processes; • Determine project timeline and cost estimates; • Identify risk and action plan; • Evaluate systems testing performance and recommend corrective measure when necessary; and • Perform other tasks that may be assigned by the supervisor/s. 	19	1	PRO-RSMS-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
4	Information Systems Analyst II <ul style="list-style-type: none"> • Assist ISA III in the implementation of quality assurance standards and procedures in the personalization and kitting processes of the PhilIDs; • Inspect printed PhilIDs for defects and deviations from specifications and recommend necessary corrective actions; • Observe and monitor production operations and equipment to ensure conformance to specifications; • Assess technical issues and coordinate findings to ISA III; and • Performs other tasks that may be assigned by the supervisor/s. 	16	11	PRO-RSMS-IDPMD (Quality Assurance Unit)	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	Php31,765.00	Php6,353.00	• Preferably graduate of IT or any related course

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5	Information Systems Analyst II <ul style="list-style-type: none"> • Act as the staff supervisor and ensure the smooth operations of the personalization and knitting of PhilIDs; • Prepare and implement standards and procedures for personalization and kitting; • Personalize and kits PhilIDs according to targets; • Train and evaluate IDPKU personnel; • Assess technical issues and escalate findings to ITO I; • Ensure strict compliance to policies and guidelines of PSA and BSP in the personalization facility; • Coordinate the turnover of personalized and kitted cards to the Quality Assurance (QA) unit; and • Perform other tasks that may be assigned by the supervisor/s. 	16	12	PRO-RSMS-IDPMD-ID Personalization and Knitting Unit (IDPKU)	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	Php31,765.00	Php6,353.00	• Preferably graduates of IT or any related course.
6	Registration Officer II -as Manual Adjudication/Verification Officer <ul style="list-style-type: none"> • Coordinate with immediate supervisor regarding the conduct of identity validation; • Evaluate and resolve cases of possible duplication in identity registration; Execute procedures related to identity validation using technical solutions provisioned by the biometric identification system; • Report on identity validation and reduplication cases evaluated and resolved to supervisors; • Assist in the preparation of all required documentation and reports of the identity validation and investigation process; • Participate and help coordinate in the conduct of capacity-building activities including the implementation of related PhilSys programs; • Conduct related research for the improvement on the application of identity validation and investigation process within the division; and • Perform other tasks that may be assigned by the supervisor/s. 	14	30	PRO-RSMS-IVID	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	Php26,494.00	Php5,298.80	• Preferably graduate of criminology, IT course or any related courses.

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7	Administrative Assistant VI (Technical Writer) <ul style="list-style-type: none"> • Prepare draft of Information and Communication Technology (ICT) related policies/guidelines, process flow, instruction manual, and other technical documents to support the ICT requirements of the division; • Assist in the crafting of strategic plan, work plan, procurement documents, and other related compliances of the division; • Consolidate information from research, writeshop, workshop, focus group discussion, collaborative meetings relevant to ICT policies, plans, standards, and other requirements; • Ensure that technical documents, reports, and other compliances are well disseminated to the concerned employees or units; • Prepare letters, memoranda, Special Orders, and other documents; • Collaborate with other concerned personnel in the development and finalization of technical documents, procurement documents, and strategic plans; and • Perform other tasks that may be assigned by his/her team leader(s)/supervisor. 	12	2	PRO-RSMS-ISMD	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	None required	Preferably with CS Professional/ Second Level Eligibility	Php22,149.00	Php4,429.80	<ul style="list-style-type: none"> • Knowledgeable or familiar with ICT policies, ICT best practices; • With good writing communication skills; • Familiar with the use of office productivity tools/content editing tools; • Knowledge on government procurement and Information Systems Strategic Plan (ISSP) is an advantage.
8	Information Systems Analyst I <ul style="list-style-type: none"> • Orient new IDPKU operators of the personalization and kitting machines; • Ensure enough quantity of cards and materials prior to personalization and kitting; • Execute printing of batch jobs and perform kitting of personalized cards; • Perform basic troubleshooting and report technical issues to ISA II; • Ensure the completeness of printed and kitted cards prior to turnover to the QA unit; and • Perform other tasks that may be assigned by the supervisor/s. 	12	10	PRO-RSMS-IDPMD	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	Php22,149.00	Php4,429.80	<ul style="list-style-type: none"> • Preferably graduate of IT or any related course.

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9	Administrative Assistant V • Develop and strictly implement Quality Management System plans, schedules, policies and procedures; • Propose/facilitate the establishment of quality standard program as needed and required by PSA-PRO; • Manage trainings and seminars on PSA-IPMD established standards; • Coordinate with the Human Resources Division; and • Perform other tasks as may be assigned by the supervisor/s.	11	1	PRO-RSMS-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 external communication skills (QMS)
10	Computer Operator II • Perform sorting of kitted PhilIDs for delivery; • Assist in the preparation of all required documentation and reports of the distribution unit; • Perform basic troubleshooting and report technical issues to ISA II; • Ensure the completeness of packed PhilIDs before turn over to the delivery partner; • Provide necessary reports and updates with regard to daily operations unit; and • Perform other tasks that may be assigned by the supervisor/s.	9	4	PRO-RSMS-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	

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11	Administrative Assistant II -as Technical Support/Computer Technician <ul style="list-style-type: none"> • Perform installation and configuration of computer systems (hardware, software, and network); • Diagnose, troubleshoot and resolve hardware, software, and network problems; • Perform preventive and corrective maintenance of computer devices and peripherals; • Maintain ICT equipment and devices; • Ensure that all technical issues are documented; • Escalate unresolved issues to supervisor; and • Perform other tasks that may be assigned by his/her team leader(s)/supervisor. 	8	5	PRO-RSMS-ISMD	With at least diploma course relevant to the job	With at least one (1) year of relevant experience	None required	Preferably with Career Service (Subprofessional)/First Level Eligibility	Php16,262.00	Php3,256.40	<ul style="list-style-type: none"> • With basic knowledge and hands-on expertise on computer systems (installation, configuration, diagnosis and repair); • Certified Computer Hardware Servicing NC II is an advantage.
12	Administrative Assistant II <ul style="list-style-type: none"> • Receive and control documents and communications; • Assist the immediate supervisor in personal matters, record-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services; • Assist the immediate supervisor in monitoring personnel compliance with existing policies and rules; • Attend to public queries through telephone and e-mails; and • Perform other tasks that may be assigned by the supervisor. 	8	1	PRO-RSMS-IVID	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 Career Service (Subprofessional)/First Level Eligibility	Php16,262.00	Php3,256.40	