

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Worker
Posting/Filing Period: 21 to 31 October 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	9								
1	Information Technology Officer I -as Senior Application Developer <ul style="list-style-type: none"> Supervises and coordinates the work of all personnel assigned within his/her unit; Ensures compliance to standard requirements/identified specifications throughout the development process Monitors and supervises the progress of the development of the modules/programs assigned to system developers in his/her unit/team; Spearheads the coding, quality assurance testing/user acceptance testing and fixing bugs/troubleshooting of applications; Provides high-level support to ensure that issues/incidents are resolved/addressed; Reviews the documentation of all modules/programs that the system developers prepared, as to its completeness, clarity, and correctness; Collaborates with other concerned units/clients, and system developers in the development, testing, implementation, and maintenance of the system; Prepares program, plan, strategy, and other related documents; and Performs other tasks assigned by the Division Chief, Assistant Division Chief, Assistant National Statistician of the Registration and Systems Management Service, Deputy National Statistician of the PRO. 	19	2	PRO-RSMS-ISMD	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least eight (8) hours of relevant training	Preferably with CS Professional/ Second Level Eligibility	Php42,099.00	Php8,419.80	Preferably with strong background in Java Application, Spring Framework and API Development
2	Information Systems Analyst II -as Junior Application Developer <ul style="list-style-type: none"> Performs activities such as coding, fixing of bugs, testing of modules/programs, writing and maintaining code; Coordinates with clients and team developers in the preparation of design and specification document; Develops the system modules/programs assigned, in collaboration with client and with his/her respective team(s); Prepares the detailed documentation and design of the assigned programs/modules; Assists Information Technology Officer I in the supervision and monitoring of the development of the modules/programs assigned to the team; and Performs other tasks that may be assigned by his/her team leader(s)/supervisors. 	16	4	PRO-RSMS-ISMD	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least eight (8) hours of relevant training	Preferably with CS Professional / Second Level Eligibility	Php31,765.00	Php6,353.00	Preferably with strong background in Java Application, Spring Framework and API Development

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3	Administrative Assistant VI (Technical Writer) <ul style="list-style-type: none"> •Prepares 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; •Consolidates information from research, writeshop, workshop, focus group discussion, collaborative meetings relevant to ICT policies, plans, standards, and other requirements; •Ensures that technical documents, reports, and other compliances are disseminated to the concerned employees or units; • Prepares letters, memoranda, Special Orders, and other documents; • Collaborates with other concerned personnel in the development and finalization of technical documents, procurement documents, and strategic plan; and • Perform other tasks that may be assigned by his/her team leader(s)/supervisor. 	12	1	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	Knowledgeable or familiar with ICT policies, ICT best practices; -With good writing and 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
4	Administrative Assistant II (Computer Technician/ Technical Support) <ul style="list-style-type: none"> • Performs installation and configuration of computer systems (hardware, software and network); • Diagnoses, troubleshoots, and resolves hardware, software, and network problems; • Performs preventive and corrective maintenance of computer devices and peripherals; • Maintains ICT equipment and devices; • Ensures that all technical issues are documented; • Escalates unresolved issues to supervisor; and • Performs other tasks that may be assigned by his/her team leader(s)/supervisor. 	8	2	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 CS Subprofessional / First Level Eligibility	Php16,282.00	Php3,256.40	With basic knowledge and hands-on experience on computer systems (installation, configuration, diagnosis and repair); -Certified computer Hardware Servicing NC II is an advantage