

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
POSTING PERIOD 09 SEPTEMBER TO 24 SEPTEMBER 2021

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
	TOTAL		127							
1	<p>Chief Statistical Specialist</p> <p>- Coordinates and exercises control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data for immediate local need; Monitors periodically all phases of operation in the area including the data of local applications and makes necessary recommendation for work improvement; and</p> <p>- Plans pursuant to guidelines set and in coordination with other provincial agencies or local officials statistical programs as maybe needed to support projects of provincial application and recommend their integration to the over-all provincial scheme; Formulates a program of technical assistance to local agencies and offices taking into consideration special and specific needs of the province, its resources and potentials including the setting up of a statistical unit and training of its technical personnel that can undertake special studies for the particular agency office of the province.</p>	24	1	RSSO 03-BULACAN	PSA-CSTATS-156-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least five years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	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
2	<p>Chief Statistical Specialist</p> <p>-Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data in the region; and</p> <p>-Coordinates with the government agencies and business groups in identifying required statistics in the region and assists in formulating programs and develops policies for the production of statistics and data dissemination.</p>	24	1	RSSO 11-SOCD	PSA-CSTATS-97-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least five years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	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
3	<p>Supervising Statistical Specialist</p> <p>- Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; and</p> <p>- Assesses periodically all phases of operation in the province, ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.</p>	22	1	RSSO 11-DAVAO OCCIDENTAL	PSA-SVSTATS-120-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least four 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 32 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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
4	Senior Statistical Specialist - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him; and -Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	19	1	RSSO NCR-SOCD	PSA-SRSTATS-128-2015	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	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	Senior Statistical Specialist - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him; and -Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	19	1	RSSO 03-SOCD	PSA-SRSTATS-184-2015	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	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
6	Senior Statistical Specialist - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him; and -Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	19	1	RSSO 08-SOCD	PSA-SRSTATS-93-2015	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	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
7	Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs reports, etc.	16	2	RSSO NCR-NCR I	PSA-SS2-503-2015 PSA-SS2-529-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
8	Statistical Specialist II - Collects, edit/reviews, analyzes data; conducts field supervision of statistical activities/operations; prepares cost estimates, workload analysis, financial report, accomplishment reports, narrative reports for each activity; prepares news updates/releases/publications of produced statistical data; and - Conducts trainings on statistical surveys/census; conducts seminar on Civil Registration and information dissemination activities.	16	1	RSSO NCR-NCR V	PSA-SS2-558-2015	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
9	Statistical Specialist II - Assist in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - Assist in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO CAR-BENGUET	PSA-SS2-292-2015	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
10	Statistical Specialist II - Analyzes Customer Satisfaction Survey Data and prepares narrative report; - Conducts Library Customer Satisfaction Survey; - Monitors certification pass of DVSS data from provinces; and - Does analysis and Data Dissemination on CR data of the region.	16	2	RSSO CAR-SOCD	PSA-SS2-444-2015 PSA-SS2-445-2015	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
11	Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; Computes summaries and indicators from data produced from censuses, surveys and other projects of the office; Translates literal information to numerical information and vice-versa; reviews work of lower level personnel; and - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 02-QUIRINO	PSA-SS2-359-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
12	Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 04A-CAVITE	PSA-SS2-177-2015	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
13	Statistical Specialist II - Assists in the field supervision of statistical activities/operations, preparation of news updates/releases/publications of produced data and in the performance of civil registry functions of the office; and - Computes statistical measures for data produced; Reviews work methods and level of production established for the various type of work undertaken and helps institute efficient work methods and devise a system of work allocation to statistical assistants to ensure an equitable distribution of work.	16	1	RSSO 04A-RIZAL	PSA-SS2-172-2015	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
14	Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; and - Computes summaries and indicators from data produced from censuses, surveys and other projects of the office.	16	1	RSSO 04A-SOCD	PSA-SS2-334-2015	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
15	Statistical Specialist II - Computes statistical measures for data produced; Reviews work methods and level of production established for the various type of work undertaken and helps institute efficient work methods and devise a system of work allocation to statistical assistants to ensure an equitable distribution of work; - Conducts study and prepares report on the methods employed, the coverage and the limitations of statistical data produced by the office and those of other statistical agencies in similar fields; and - Prepares cost estimates, workload analysis, financial and narrative reports for each survey/project/activity.	16	1	RSSO MIMAROPA-ROMBLON	PSA-SS2-86-2015	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

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16	Statistical Specialist II - Computes statistical measures for data produced; and - Reviews work methods and level of production established for the various type of work undertaken and helps institute efficient work methods and devise a system of work allocation to statistical assistants to ensure an equitable distribution of work.	16	1	RSSO 07-SIQUIJOR	PSA-SS2-455-2015	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
17	Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; and - Computes summaries and indicators from data produced from censuses, surveys and other projects of the office.	16	1	RSSO 07-SOCD	PSA-SS2-112-2015	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
18	Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; Computes summaries and indicators from data produced from censuses, surveys and other projects of the office; Translates literal information to numerical information and vice-versa; reviews work of lower level personnel; - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 09-ZAMBOANGA SIBUGAY	PSA-SS2-204-2015	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
19	Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.	16	1	RSSO 11-COMPOSTELA VALLEY	PSA-SS2-304-2015	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

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20	Statistical Specialist II - Edits, verifies, analyzes survey reports for accuracy, completeness and reasonableness and prepares periodic reports on progress of project activities and accomplishment of the province; and - Assist in the making of plans, develops and directs a program of activities for the collection , analysis and tabulation of data.	16	1	RSSO 11-DAVAO DEL NORTE	PSA-SS2-305-2015	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
21	Administrative Officer IV - Assists in the preparation of plantilla, prepares action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action as well as prepares lectures, hand-outs for in-service trainings; acts as lecturer trainer during in-service training, seminars & statistical operations; and - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluations process, leave benefits and other aspects of personnel functions; evaluate qualifications of employees for promotion and preparation of their profile for use during deliberation of the Selection Board as well as develops/prepares career paths for each personnel.	15	1	RSSO CAR-CRASD	PSA-ADOF4-549-2015	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 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
22	Administrative Officer III - Assists in planning, developing, and executing operating procedures and participate in the programming of the activities as well as in the formulation of work schedules in the Civil Registration and Administrative Support Division; and -Assists the Head of the BAC Secretariat in the procurement process, preparation of the Procurement Monitoring Report, Annual Procurement Plan and Agency Procurement Compliance and Performance Indicator and other procurement-related tasks and support services.	14	1	RSSO NCR-CRASD	PSA-ADOF3-552-2015	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 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
23	Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; and - Conducts training/seminars and the like pertaining to civil registration and performs other functions related to civil registration.	14	1	RSSO NCR-NCR IV	PSA-REGO2-148-2015	Bachelor's degree	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 with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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24	Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing, abd evaluation of civil registry documents submitted by the Office of the Local Civil Registrars; and -Analyzes vital statistics reports from DVSS and prepares necessary publication.	14	1	RSSO 05-CAMARINES NORTE	PSA-REGO2-133-2015	Bachelor's degree	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 with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
25	Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; and - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 10-BUKIDNON	PSA-REGO2-112-2015	Bachelor's degree	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 with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
26	Accountant I - Certifies availability of funds of all money claims in the concerned province; - Examines, verifies and reviews purchase orders, vouchers, payrolls and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations;	12	1	RSSO NCR-NCR I	PSA-A1-84-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
27	- Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account;	12	1	RSSO NCR-NCR II	PSA-A1-85-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
28	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports;	12	1	RSSO NCR-NCR III	PSA-A1-86-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
29	- Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office; and - Performs other tasks that may be assigned by supervisor/s.	12	1	RSSO NCR-NCR IV	PSA-A1-87-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
30		12	1	RSSO NCR-NCR V	PSA-A1-88-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	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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31	Accountant I - Certifies availability of funds of all money claims in the concerned province; - Examines, verifies and reviews purchase orders, vouchers, payrolls and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations;	12	1	RSSO CAR-MT. PROVINCE	PSA-A1-94-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
32	- Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account; - Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports;	12	1	RSSO 05-MASBATE	PSA-A1-124-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
33	- Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office; and - Performs other tasks that may be assigned by supervisor/s.	12	1	RSSO 08-SAMAR	PSA-A1-139-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
34		12	1	RSSO 11-DAVAO ORIENTAL	PSA-A1-153-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
35		12	1	RSSO 12-SULTAN KUDARAT	PSA-A1-157-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
36		12	1	RSSO 13-SURIGAO DEL NORTE	PSA-A1-161-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
36	Information Systems Analyst I - Designs report/output layouts, prepares required logical diagrams, flowcharts; - Writes, codes and assembles computer programs instructions using symbolic programming system.	12	1	RSSO NCR-SOCD	PSA-INFOSA1-107-2015	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
37	Information Systems Analyst I - Designs report/output layouts, prepares required logical diagrams, flowcharts; - Writes, codes and assembles computer programs instructions using symbolic programming system; and - Maintenance of ICT equipment and of website.	12	1	RSSO 01-SOCD	PSA-INFOSA1-102-2015	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

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No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
38	Information Systems Analyst I - Designs report/output layouts, prepares required logical diagrams, flowcharts; - Writes, codes and assembles computer programs instructions using symbolic programming system.	12	1	RSSO 11-SOCD	PSA-INFOSA1-96-2015	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
39	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR-NCR I	PSA-SA-437-2015	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
40	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	2	RSSO NCR-NCR II	PSA-SA-439-2015 PSA-SA-449-2015	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
41	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	7	RSSO NCR-NCR IV	PSA-SA-448-2015 PSA-SA-475-2015 PSA-SA-476-2015 PSA-SA-479-2015 PSA-SA-480-2015 PSA-SA-481-2015 PSA-SA-482-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
42	Statistical Analyst - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases; - Reviews edited census/survey schedules/questionnaires/forms and other documents for accuracy, consistency and completeness of entries; and - Assists in the computation of statistical measures and indices for data produced from censuses, surveys and other projects of the office.	11	1	RSSO 03-BULACAN	PSA-SA-383-2015	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 To be assigned in San Fernando, Pampanga
43	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 03-PAMPANGA	PSA-SA-363-2015	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
44	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A-LAGUNA	PSA-SA-245-2015	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
45	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 04A-QUEZON	PSA-SA-263-2015	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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
46	Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and -Assists in the computation of statistical measures and indices for data produced.	11	1	RSSO 05-CATANDUANES	PSA-SA-431-2015	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
47	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 07-CEBU	PSA-SA-304-2015	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
48	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 07-NEGROS ORIENTAL	PSA-SA-299-2015	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
49	Statistical Analyst - Process and validate AgStat and establishment-based surveys and prepare required reports; and - Prepare press release, special release, infographics and other IEC materials.	11	1	RSSO 08-LEYTE	PSA-SA-287-2015	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
50	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 10-SOCD	PSA-SA-207-2015	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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
51	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 11-DAVAO DEL NORTE	PSA-SA-343-2015	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
52	Statistical Analyst - Reviews, edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and - Prepares statistical tables/summary/analysis and perform other statistical activities.	11	1	RSSO 11-DAVAO ORIENTAL	PSA-SA-335-2015	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
53	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 12-SOCD	PSA-SA-253-2015	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
54	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO 13-AGUSAN DEL SUR	PSA-SA-124-2015	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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
55	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO 13-SURIGAO DEL NORTE	PSA-SA-136-2015	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
56	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; and -Conducts surveys, censuses and other statistical inquiries and helps institute efficient methods, establishes production levels for the various type of work undertaken and devises a system of work allocation to statistical researchers to ensure equitable distribution of work among them within target timetable and performs data analysis to press release and special releases related to surveys conducted.	10	1	RSSO NCR-NCR III	PSA-ADOF1-481-2015	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
57	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; and -Conducts surveys, censuses and other statistical inquiries and helps institute efficient methods, establishes production levels for the various type of work undertaken and devises a system of work allocation to statistical researchers to ensure equitable distribution of work among them within target timetable and performs data analysis to press release and special releases related to surveys conducted.	10	1	RSSO NCR-NCR IV	PSA-ADOF1-482-2015	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
58	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; and -Conducts surveys, censuses and other statistical inquiries and helps institute efficient methods, establishes production levels for the various type of work undertaken and devises a system of work allocation to statistical researchers to ensure equitable distribution of work among them within target timetable and performs data analysis to press release and special releases related to surveys conducted.	10	1	RSSO 01-PANGASINAN	PSA-ADOF1-477-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
59	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; and - Conducts surveys, censuses and other statistical inquiries and helps institute efficient methods, establishes production levels for the various type of work undertaken and devises a system of work allocation to statistical researchers to ensure equitable distribution of work among them within target timetable and performs data analysis to press release and special releases related to surveys conducted.	10	1	RSSO 04A-LAGUNA	PSA-ADOF1-585-2015	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
60	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; and - Conducts surveys, censuses and other statistical inquiries and helps institute efficient methods, establishes production levels for the various type of work undertaken and devises a system of work allocation to statistical researchers to ensure equitable distribution of work among them within target timetable and performs data analysis to press release and special releases related to surveys conducted.	10	1	RSSO 08-BILIRAN	PSA-ADOF1-452-2015	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
61	Administrative Officer I - Monitors attendance of PO employees; maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office: and - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 11-DAVAO DEL NORTE	PSA-ADOF1-616-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
62	Administrative Officer I - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluation process, leave benefits and other aspects of the personnel function and assist in providing systematic and appropriate training methods and techniques in training development; and - Assists in the preparation of action on appointments, leaves, transfers, resignations, reinstatement, adjudication of retired claims, salary adjustments, position classification and reclassification, performance ratings and other personnel benefits.	10	1	RSSO 12-SOUTH COTABATO	PSA-ADOF1-501-2015	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
63	Administrative Officer I - Issues official receipts, disburses salaries and wages, verifies the correctness of entries in the checks and record checks in the warrant register, releases checks to claimant; and - Prepares report for payments and collections, monthly Report of Checks Disbursements and Summary List of Checks Issues.	10	1	RSSO 13-SURIGAO DEL NORTE	PSA-ADOF1-522-2015	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
64	Administrative Officer I - Issues Official Receipts for general fund and trust fund; and -Balances the collection fees from civil registry documents, trust funds and census publications.	10	1	RSSO BARMM- MAGUINDANAO	PSA-ADOF1-589-2015	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
65	Registration Officer I - Assist in the efficient and accurate assessing and processing of birth, death and marriage document submitted by the Local Civil Registrars and reviews new and renewal of CRASM application in accordance with current registration standards and guidelines and established processes; and - Assist the Supervising Statistical Specialist in coordinating with the local civil registrars.	10	1	RSSO NCR-NCR I	PSA-REGO1-222-2015	Bachelor's degree	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
66	Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and -Signs certification on the status of persons requested by the general public.	10	2	RSSO NCR-NCR II	PSA-REGO1-218-2015 PSA-REGO1-230-2015	Bachelor's degree	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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
67	Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO NCR-NCR V	PSA-REGO1-236-2015	Bachelor's degree	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
68	Registration Officer I - Receives and controls civil registry documents from the Local Civil Registrars (LCRs) and Application/Renewal of Authority to Solemnize Marriage from the Solemnizing Officers (SOs); periodically generates progress monitoring reports - Screens, evaluates, codes and encodes birth, death and marriage documents from the LCRs; and - Secures civil registration documents.	10	1	RSSO 03-BATAAN	PSA-REGO1-120-2015	Bachelor's degree	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
69	Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 03-TARLAC	PSA-REGO1-122-2015	Bachelor's degree	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
70	Registration Officer I -Assist in studying procedures and techniques for more effective civil registration; and -Assists the section chief in coordinating with the local civil registrars.	10	1	RSSO 04A-BATANGAS	PSA-REGO1-129-2015	Bachelor's degree	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
71	Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 04A-CAVITE	PSA-REGO1-143-2015	Bachelor's degree	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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72	Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 04A-LAGUNA	PSA-REGO1-133-2015	Bachelor's degree	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
73	Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	4	RSSO 04A-RIZAL	PSA-REGO1-138-2015 PSA-REGO1-139-2015 PSA-REGO1-140-2015 PSA-REGO1-141-2015	Bachelor's degree	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
74	Registration Officer I - Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and - Screens and evaluates birth, death and marriage documents from the Local Civil Registrars.	10	1	RSSO 07-NEGROS ORIENTAL	PSA-REGO1-203-2015	Bachelor's degree	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
75	Registration Officer I - Perform civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 11-DAVAO DEL SUR	PSA-REGO1-181-2015	Bachelor's degree	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
76	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO NCR-SOCD	PSA-ASTAT-1-2016	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
77	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO NCR-NCR IV	PSA-ASTAT-121-2015	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
78	Assistant Statistician - Assists in processing, compilation and generation of statistics from administrative-based reports, household-based and establishment-based surveys including agricultural statistics, and preparation of Provincial Consolidated Narrative Report; and -Analyzes, verifies, edits and checks for completeness, consistency and validity of administrative reports and survey forms.	9	1	RSSO CAR-IFUGAO	PSA-ASTAT-107-2015	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
79	Assistant Statistician - Assists in processing, compilation and generation of statistics from administrative-based reports, household-based and establishment-based surveys including agricultural statistics, and preparation of Provincial Consolidated Narrative Report; and -Analyzes, verifies, edits and checks for completeness, consistency and validity of administrative reports and survey forms.	9	1	RSSO CAR-MT. PROVINCE	PSA-ASTAT-110-2015	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
80	Assistant Statistician - Assists in processing, compilation and generation of statistics from administrative-based reports, household-based and establishment-based surveys including agricultural statistics, and preparation of Provincial Consolidated Narrative Report; and -Analyzes, verifies, edits and checks for completeness, consistency and validity of administrative reports and survey forms.	9	1	RSSO CAR-SOCD	PSA-ASTAT-98-2015	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
81	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 03-PAMPANGA	PSA-ASTAT-137-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
82	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 08-SOUTHERN LEYTE	PSA-ASTAT-67-2015	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
83	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable and assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report; and - Performs civil registration functions related to authority to solemnize marriage, civil registry documents, and tabulation of births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General.	9	1	RSSO 10-MISAMIS OCCIDENTAL	PSA-ASTAT-117-2015	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
84	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 12-SOCD	PSA-ASTAT-79-2015	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
85	Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 12-SOUTH COTABATO	PSA-ASTAT-56-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
86	Assistant Statistician - Implements established field techniques and procedures for field information, data or documents collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 13-AGUSAN DEL SUR	PSA-ASTAT-119-2015	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
87	Assistant Statistician -Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; Prepares worksheet formats for data compilation and summarization; computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas; and -Maintains complete and up to date listing of different surveys covered in the annual, quarterly and monthly surveys in the province; Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO BARMM-SOCD	PSA-ASTAT-82-2015	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
88	Administrative Assistant III - Prepares monthly trial balance and other report for special funds. prepares bank reconciliation statement; and - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules.	9	1	RSSO 07-NEGROS ORIENTAL	PSA-ADAS3-32-2015	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
89	Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 13-CRASD	PSA-ADAS3-53-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
90	Administrative Assistant II - Prepares liquidation of all cash advances, payrolls and vouchers; prepare checks and advice of checks issues and cancelled; disburses wages and claims of JOWs and COSWs; releases checks to claimants; and - Prepares liquidation report submitted to COA and payment for different suppliers.	8	1	RSSO 01-ILOCOS SUR	PSA-ADAS2-138-2015	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
91	Administrative Assistant II -Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules; and -Posts entries from the special journals and general to the ledger.	8	1	RSSO 04A-CRASD	PSA-ADAS2-123-2015	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
92	Administrative Assistant II - Checks and verifies accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; and - Prepares draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules.	8	1	RSSO 07-CRASD	PSA-ADAS2-118-2015	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
93	Administrative Assistant I -Keeps and maintains all files (memoranda, correspondence, reports); - Receives and keeps log of all incoming/outgoing (phone, mail, fax. Etc.) and transmits messages to concerned staff; and - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments).	7	1	RSSO 05-OD	PSA-ADAS1-169-2015	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
94	Administrative Assistant I -Keeps and maintains all files (memoranda, correspondence, reports); - Receives and keeps log of all incoming/outgoing (phone, mail, fax. Etc.) and transmits messages to concerned staff; and - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments).	7	1	RSSO 07-OD	PSA-ADAS1-167-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
95	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units.	6	1	RSSO NCR-NCR I	PSA-ADA6-237-2015	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
96	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units.	6	1	RSSO NCR-NCR V	PSA-ADA6-229-2015	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
97	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units.	6	1	RSSO 03-PAMPANGA	PSA-ADA6-185-2015	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
98	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units.	6	1	RSSO 03-ZAMBALES	PSA-ADA6-191-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
99	Administrative Aide VI (Clerk III) - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); and - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports.	6	2	RSSO 04A-CAVITE	PSA-ADA6-205-2015 PSA-ADA6-211-2015	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
100	Administrative Aide VI (Clerk III) - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various department/division and units; and - Provides administrative support to the division.	6	1	RSSO MIMAROPA-ORIENTAL MINDORO	PSA-ADA6-120-2015	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
101	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	2	RSSO 05-CAMARINES SUR	PSA-ADA6-112-2015 PSA-ADA6-113-2015	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
102	Administrative Aide VI (Clerk III) - Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity; - Assembles, transcribes, and summarizes data for accuracy of entries and of totals; and - Assists in the computation of simple statistical measures by utilizing established formulas.	6	1	RSSO 06-CAPIZ	PSA-ADA6-87-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
103	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units.	6	1	RSSO 07-SIQUIJOR	PSA-ADA6-97-2015	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
104	Administrative Aide VI (Clerk III) - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); and - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports.	6	1	RSSO 08-CRASD	PSA-ADA6-140-2015	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
105	Administrative Aide VI - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units; and - Provides administrative support to the division.	6	1	RSSO 10-CRASD	PSA-ADA6-136-2015	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
106	Administrative Aide VI (Clerk II) - Processes applications for Certificate for Registration of the Authority to Solemnize Marriage (CRASM); and - Prepares official correspondence, endorsements and other reports for review by the Supervisor.	6	1	RSSO 11-CRASD	PSA-ADA6-134-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
107	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various dept./div. & units.	6	1	RSSO 12-CRASD	PSA-ADA6-130-2015	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
108	Administrative Aide VI (Clerk III) - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); and - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports.	6	1	RSSO 12-SARANGGANI	PSA-ADA6-116-2015	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
109	Administrative Aide VI (Clerk III) - Assist in the preparation implementation of ISO-QMS project. Update and consolidate QMS evaluation forms. (RFA, Equipment maintenance form, External and Internal Issues, Customer satisfaction Survey and other QMS evaluation forms); and - Assists the designated budget officer in the preparation of accounting reports. Assist the designated Administrative Officer in preparation and submission of reports.	6	2	RSSO 12-SULTAN KUDARAT	PSA-ADA6-108-2015 PSA-ADA6-117-2015	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
110	Administrative Aide VI (Clerk III) - Prepares drafts of reports and correspondence; and - Records/files/organizes/sorts correspondence, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for easy retrieval, cross-checking, reproduction & authentication.	6	1	RSSO 13-CRASD	PSA-ADA6-127-2015	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