

PHILIPPINE STATISTICS AUTHORITY

LIST OF VACANT POSITIONS IN THE FIELD OFFICES

POSTING PERIOD: 24 NOV 2021 TO 09 DEC 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			30							
1	Supervising Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data; and - Coordinates and assists in formulating programs and develops policies for production of statistics and data dissemination.	22	1	RSSO MIMAROPA-MARINDUQUE	PSA-SVSTATS-138-2015	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
2	Accountant III - Certifies the availability of funds of all money claims; and - Certifies the correctness of special general journals, journals, bills, statement of accounts, trial balance, balance sheet, statement of operations and other financial statements/reports.	19	1	RSSO NCR-CRASD	PSA-A3-209-2015	Bachelor's degree in Commerce / Business Administration major in Accounting	With at least two years of relevant experience	With at least eight hours of relevant training	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	Statistical Specialist II -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 06-NEGROS OCCIDENTAL	PSA-SS2-399-2015	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
4	Statistical Specialist II - Edits, verifies, analyzes surveys reports for accuracy, completeness and reasonableness; and - Computes summaries and indicators from data produced from census, surveys and other projects of the office.	16	1	RSSO 13-CRASD	PSA-SS2-412-2015	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
5	Administrative Officer III - Maintains records of property and supply; - Issues and re-issues Property Acknowledgment Receipt (PAR) of properties and Inventory Custodian Slip (ICS); and - Posts and monitors of all procurement in the PhilGEPS website, PSA Websites, and other conspicuous places.	14	1	RSSO 12-CRASD	PSA-ADOF3-574-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
6	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 II	PSA-A1-85-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
7	- 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 IV	PSA-A1-87-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
8	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports;	12	1	RSSO 01-PANGASINAN	PSA-A1-98-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	- 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 03-AURORA	PSA-A1-103-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10		12	1	RSSO 03-BULACAN	PSA-A1-105-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
11		12	1	RSSO 03-NUEVA ECIJA	PSA-A1-106-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12		12	1	RSSO 04A-CAVITE	PSA-A1-111-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13		12	1	RSSO 04A-LAGUNA	PSA-A1-112-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
14	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 04A-RIZAL	PSA-A1-114-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15	- 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 05-MASBATE	PSA-A1-124-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports;	12	1	RSSO 06-NEGROS OCCIDENTAL	PSA-A1-130-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17	- 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 10-LANAO DEL NORTE	PSA-A1-146-2021	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
18		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	RA1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; - Assists in the computation of statistical measures and indices for data produced; and - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO 04A-RIZAL	PSA-SA-215-2015	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	
20	Administrative Officer I - Assists PO employees in processing applications for leave, retirement and various personnel documents; - 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 03-ZAMBALES	PSA-ADOF1-508-2015	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
21	Administrative Officer I - Issues Official Receipts for general fund and trust fund, denominates the amount of salaries in weekly payrolls of regular employees; and - Assists in counting and putting money inside pay envelopes during paydays, balances the collection fees from civil registry documents, trust funds and census publication and makes entries in cash book from collections and types the remittance advice.	10	2	RSSO 09-ZAMBOANGA DEL NORTE	PSA-ADOF1-607-2015 PSA-ADOF1-608-2015	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
22	Administrative Officer I - Issues Official Receipts for general fund and trust fund, denominates the amount of salaries in weekly payrolls of regular employees; and - Assists in counting and putting money inside pay envelopes during paydays, balances the collection fees from civil registry documents, trust funds and census publication and makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 09-ZAMBOANGA DEL SUR	PSA-ADOF1-612-2015	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
23	Registration Officer I - Performs 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; - Assists in studying procedures and techniques for more effective civil registration; -Prepares Decentralized Vital Statistics System (DVSS) trivia and special release; and -Assists in the preparation of civil registration narrative reports for Provincial Consolidated Narrative Report (PCNR).	10	1	RSSO 01-ILOCOS SUR	PSA-REGO1-121-2015	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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24	Registration Officer I -Assists the PSO in coordinating with the Local Civil Registry Offices in the conduct of Civil Registration activities and in verification of Civil Registry Documents; and -Assists in the conduct of Capacity Building Activities for Local Civil Registrars and Stakeholders and preparation of vital statistics and other statistical releases.	10	1	RSSO 08-BILIRAN	PSA-REGO1-150-2015	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
25	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 - Assists statistical specialist or analyst in organizing data for tabulation and/or preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 08-BILIRAN	PSA-ASTAT-127-2015	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
26	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 -Assists statistical specialist or analyst in organizing data for tabulation and/or preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 08-LEYTE	PSA-ASTAT-128-2015	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
27	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 03-ZAMBALES	PSA-ADAS2-151-2015	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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28	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 08-OD	PSA-ADAS1-166-2015	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
29	Administrative Aide VI (Clerk III) - Assists in the preparation and implementation of the 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 in the safekeeping, updating and maintenance of personnel records. Types drafts of various reports and correspondence prepared by the supervisors.	6	1	RSSO 01-CRASD	PSA-ADA6-183-2015	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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