

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD: 22 AUG 2024 TO 01 SEP 2024

No	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL			11							
1	Accountant II <ul style="list-style-type: none"> - Check the completeness of financial statements and attachments submitted by regional offices assigned; - Review and analyze recording of transactions of regional and provincial office; - Consolidate trial balance, financial reports/statements and journals submitted by the regional offices assigned; and - Coordinate and give feedback to the field offices after review of the monthly financial reports submitted and recommend any adjustment if necessary. 	16	1	CRCO-FAS-AD	PSA-A2-192-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080 (CPA)	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	Registration Officer II <ul style="list-style-type: none"> - Perform identity validation and deduplication through manual adjudication and manual verification over demographic and biometric information using technical solutions in the PhilSys back-end identity registration; and - Review the consistency of results of identity validation comprising manual adjudication and manual verification, and conduct a further examination, analysis, and evaluation of the biometric and demographic data of the applicant against each matching candidate as needed. 	14	2	PRO-ROS-IVD	PSA-REG02-17-2021 PSA-REG02-22-2021	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	Information Systems Analyst I <ul style="list-style-type: none"> - Write, review, and implement clean and efficient code in relevant programming languages and frameworks, following best practices and coding standards; - Perform regular maintenance tasks and assist in upgrading existing systems; - Investigate, debug, and resolve production issues to minimize downtime and disruptions; and - Provide technical assistance to various Subject Matter Divisions to address their application-related needs and issues. 	12	4	CTCO-ITDS-SDD	PSA-INFOSA1-77-2015 PSA-INFOSA1-78-2015 PSA-INFOSA1-80-2015 PSA-INFOSA1-81-2015	Bachelor's degree relevant to the job	None required	None required	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 Analyst <ul style="list-style-type: none"> - Assist in the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program (PSDP); and - Assist in the evaluation and analysis of materials, documents and other inputs submitted for the integration of the PSDP and preparation of sectoral program for the management and coordination of the Philippine Statistical System (PSS) and other PSS-wide concerns, and prepare reports and tables in desired format. 	11	1	CTCO-SS-SPPD	PSA-SA-413-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	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	Statistical Analyst <ul style="list-style-type: none"> - Compile, analyze, and generate statistical data on livestock and poultry commodities; - Gather information as inputs for the preparation of reports; and - Prepare statistical reports. 	11	2	SSO-ESSS-LPSD	PSA-SA-189-2015 PSA-SA-190-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	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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6	Administrative Assistant III - Keep and maintain all files (memoranda, correspondence, reports); - Receive and keep log of all incoming/outgoing messages (phone, mail, fax, etc) and transmits messages to concerned staff, and - Screen all incoming routine papers requiring - signature of the ANS (for proper endorsement, certification and attachments).	9	1	CRCSO-FAS-OANS	PSA-ADAS3-15-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	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