

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 27 JUN 2023 TO 12 JUL 2023

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		13							
1	<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Generates, compiles, coordinates, and updates statistics/indicators on the assigned subject matter; and - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division. 	16	1	SSO-SSSS-PHDS	PSA-SS2-488-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) 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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	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
2	<p>Accountant I</p> <ul style="list-style-type: none"> - Assists in the preparation of financial reports/statements required by the Commission on Audit (COA) such as the Monthly and Quarterly Trial Balance, Monthly Bank Reconciliation, and Journal Entry Vouchers, etc.; - Assists in the review of financial transactions and records of the regional offices periodically; - Assists in the monitoring and control of funds transferred to the regional/provincial offices by requiring the Bookkeepers and Disbursing Officers to maintain control worksheet and bank cash book, respectively, for every cash allocation received; and - Prepares journals, checks issued/disbursements by Disbursing Officers' Collection and Deposits Voucher and general journal. 	12	3	CRCSO-FAS-AD	PSA-A1-160-2015 PSA-A1-161-2015 PSA-A1-162-2015	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
3	<p>Information Systems Analyst I</p> <ul style="list-style-type: none"> - Assists in preparing documentary/monitoring reports related to the mandates and functions of the division. - Monitors, manages, and maintains Local and Wide Area Network and appliance, Linux OS servers; and - Performs other related work that may be assigned by the ISA II (Ad hoc), Assistant Division Chief, Division Chief, ANS and DNS. 	12	1	CTCO-ITDS-SOID	PSA-INFOSA1-85-2015	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	<p>Statistical Analyst</p> <ul style="list-style-type: none"> - Assists in the review and maintenance of evaluated geographic database and maps for CBMS purposes; - Provides support in the update, monitoring, and implementation of policies and standards in geospatial matters in the implementation of CBMS; - Provides support in the performance of data analytics, generation of the geospatial analysis outputs, and data visualizations using CBMS data; - Provides support in the maintenance and updating of geospatial data in the National CBMS Databank; - Prepares materials for various division meetings, training programs relating to geotagging and use of GIS technology, and similar activities; - Assists in the geotagging initiatives and map-making activities for CBMS purposes; - Assists in the preparation of guidelines for setting up and maintaining local level CBMS databases; - Provides assistance in the coordination of GIS-related projects related to the CBMS; - Prepares reports about the status of the National CBMS Databank; and - Assists in the coordination of workshops, meetings and fora on GIS-related activities in CBMS. 	11	1	CTCO-CBSS-GMD	PSA-SA-9-2021	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 27 JUN 2023 TO 12 JUL 2023

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	
5	Statistical Analyst - Assists the team leader in all establishment-based survey activities for selected industry of Manufacturing Sector; and - Assists in the preparation of statistical reports such as publication and special releases including lay-out of publication and conversion to PDF.	11	1	SSO-ESSS-ISD	PSA-SA-349-2015	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
6	Statistical Analyst - Processes survey data including checking completeness and consistency; - Collects and compiles statistical data. - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; and - Assists in the organization and updating of databases of the division.	11	2	SSO-ESSS-FSD	PSA-SA-187-2015 PSA-SA-188-2015	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
7	Statistical Analyst - Collects, organizes, and reviews data for the generation of estimates of the assigned sector and/or subject matter of satellite accounts and other related indicators; and - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division.	11	1	SSO-MAS-SAD	PSA-SA-238-2015	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
8	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-PCMS-OANS	PSA-ADAS3-35-2019	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
9	Assistant Statistician - Assists in processing, compilation and generation of foreign trade statistics from administrative-based reports; and - Updates and maintains various reference files necessary in the processing of import and export trade data.	9	1	SSO-ESSS-TSD	PSA-ASTAT-32-2015	Completion of two years studies in college	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
10	Administrative Assistant II - Prepares and processes various money claims and remittances; and - Checks and verifies accuracy of supporting document attached to disbursement voucher, payrolls, and other money claims.	8	1	CRCO-FAS-AD	PSA-ADAS2-150-2015	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