

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD 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			13							
1	Chief Administrative Officer - Plan, direct, and coordinate all administrative service functions of the Regional Office; and - Oversee financial, personnel, administrative, and civil registration activities of the Regional Office.	24	1	RSSO 11-CRASD	PSA-CADOF-108-2015	Master's degree OR Certificate of Leadership and Management from the CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken	Career Service (Professional)/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	Statistical Specialist II - Prepare Special Releases and generate vital statistics for dissemination; - Act as the Civil Registration Service (CRS) Serbilis Outlet Supervisor; - Incharge of the over-all Decentralize Copy Annotation Process (DECAP) and act as DECAP Approver; - Attend to complaints in the CRS Serbilis Outlet and prepare responses to various CRS complaints; - Prepare and submit Civil Registration Concerns and Reports (Report on CRS Manpower, Monthly DECAP Report, Report on 1st Time Job Seeker, Report on Number of PhilID Requesto, etc); - Assist in the conduct of quarterly Regional Inter-Agency Committee on Civil Registration and Vital Statistics (RIACCRVS) - Preparation of agenda matters, resolution, minutes of the meeting, letter of invitation etc.; and - Act as alternate approver of Certificate of Authority to Solemnize Marriage (CRASM).	16	1	RSSO 02-CRASD	PSA-SS2-406-2015	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
3	Accountant I - Certify availability of funds of all money claims in the concerned province; - Examine, verify, and review 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; - Ensure 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 CAR-ABRA	PSA-A1-89-2021	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
4		12	1	RSSO 02-BATANES	PSA-A1-99-2021	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
5	- Prepare and certify the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports, and	12	1	RSSO 03-BULACAN	PSA-A1-105-2021	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
6	- Provide technical advice on financial matters and prepare/review various financial correspondence for the signature of the head of the office.	12	1	RSSO 07-BOHOL	PSA-A1-131-2021	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
7		12	1	RSSO 07-CEBU	PSA-A1-132-2021	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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8	Accountant I - Certify availability of funds of all money claims in the concerned province; - Examine, verify, and review 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 10-MISAMIS ORIENTAL	PSA-A1-148-2021	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
9	- Ensure 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 12-COTABATO	PSA-A1-154-2021	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
10	- Prepare and certify the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and	12	1	RSSO 13-DINAGAT ISLANDS	PSA-A1-160-2021	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
11	- Provide technical advice on financial matters and prepare/review various financial correspondence for the signature of the head of the office.	12	1	RSSO 13-SURIGAO DEL SUR	PSA-A1-162-2021	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
12	Registration Officer I - Screen and evaluate birth, death, and marriage documents from the Local Civil Registrars; - Evaluate Certification of Registration of Authority to Solemnize Marriage (CRASM) applications and conducts field verification; - Assist the section head in coordinating with the Local Civil Registry Offices in the conduct of civil registration activities, verification of civil registry documents, and conduct of capability building activities for Local Civil Registrars and Stakeholders; and - Prepare narrative and other administrative reports pertaining to the conduct of civil registration activities.	10	1	RSSO 03-PAMPANGA	PSA-REGO1-120-2015	Bachelor's degree	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 TO BE ASSIGNED AT RSSO 03-BATAAN
13	Administrative Aide VI (Clerk III) - Examine the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity; - Assist in the preparation of statistical tables and other devices; - Set worksheets formats for data compilation; performs computation of simple statistical measures such as percentages, ratios, averages, etc. utilizing established formulas; - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency and validity of data; - Assist in trouble shooting in any computer related issues; - Assist in the preparation of information materials like social cards and etc.; and - Provide assistance in the procurement processing of the Provincial Office.	6	1	RSSO 07-BOHOL	PSA-ADA6-99-2015	Completion of two years studies in college	None required	None required	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