

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICES
POSTING PERIOD 30 MAY 2022 TO 14 JUN 2022

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			58							
1	Chief Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data in the region; and - 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.	24	1	RSSO MIMAROPA-SOCD	PSA-CSTATS-126-2015	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	Five (5) 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 (4) 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)	Forty (40) hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	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	Chief Statistical Specialist - Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his area of assignment; and - Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme.	24	1	RSSO BARMM-MAGUINDANAO	PSA-CSTATS-166-2015	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	Five (5) 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 (4) 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)	Forty (40) hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	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
3	Senior Statistical Specialist - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him/her; 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 11-SOCD	PSA-SRSTATS-87-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) 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)	Twenty-four (24) 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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
4	Statistical Specialist II - Collects, edits/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; - Conducts trainings on statistical surveys/census; and information dissemination activities; 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 NCR-NCR V	PSA-SS2-517-2015	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
5	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 CAR-BENQUET	PSA-SS2-383-2015	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
6	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 01-LA UNION	PSA-SS2-432-2015	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
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	1	RSSO 01-PANGASINAN	PSA-SS2-440-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
8	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 02-NUEVA VIZCAYA	PSA-SS2-351-2015	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
9	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; - 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 04A-RIZAL	PSA-SS2-142-2015	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
10	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 06-NEGROS OCCIDENTAL	PSA-SS2-424-2015	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

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						EDUCATION	EXPERIENCE	TRAINING		
11	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-NEGROS ORIENTAL	PSA-SS2-453-2015	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
12	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 and application/renewal of Authority to Solemnize Marriage; - Evaluates and screen the completeness of CRASM and civil registry documents; - Ensures proper keeping and maintenance of civil registry documents and secure civil registry forms/security papers; and Prepares necessary reports or publications; and - Conducts trainings/acts as resource speaker and trainer during trainings in civil registration, and initiates civil registration activities for the province.	14	1	RSSO 03-PAMPANGA	PSA-REGO2-154-2015	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
13	Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, data encoding, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars and application/renewal of Authority to Solemnize Marriage; - Secures civil registry forms/security papers; and - Coordinates with the LCRO in connection with the submission of civil registry documents and supervises CRS/BReqs outlets, LCRO Offices in the province.	14	1	RSSO 06-ANTIQUE	PSA-REGO2-153-2015	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
14	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 CAR-SOCD	PSA-INFOSA1-110-2015	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

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Reference No.22FAS02-POV-FO-05-17

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS			ELIGIBILITY	REMARKS
						EDUCATION	EXPERIENCE	TRAINING		
15	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
16	- 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 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
17	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and	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
18	- Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.	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
19		12	1	RSSO 03-AURORA	PSA-A1-103-2021	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
20		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
21		12	1	RSSO 03-NUEVA ECIJA	PSA-A1-106-2021	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
22		12	1	RSSO 03-ZAMBALES	PSA-A1-109-2021	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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						EDUCATION	EXPERIENCE	TRAINING	
23	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-LAGUNA	PSA-A1-112-2021	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
24	- 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 04A-RIZAL	PSA-A1-114-2021	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
25	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and	12	1	RSSO MIMAROPA-MARINDUQUE	PSA-A1-115-2021	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
26	- Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.	12	1	RSSO MIMAROPA-PALAWAN	PSA-A1-118-2021	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		12	1	RSSO MIMAROPA-ROMBLON	PSA-A1-119-2021	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		12	1	RSSO 05-CATANDUANES	PSA-A1-123-2021	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		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
30		12	1	RSSO 08-NORTHERN SAMAR	PSA-A1-138-2021	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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						EDUCATION	EXPERIENCE	TRAINING		
31	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summry/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 III	PSA-SA-441-2015	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
32	Statistical Analyst - Helps institute efficient methods, establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to insure equitable distribution of work among them within target periods; - Undertakes reserches on various subject matter including the concepts, definitions, classification system and methodology used; - Undertakes researches by the subject matter fields on the types of data recommended for international, national and regional compilation including the coverage and scope and the concepts and definitions used to insure comparability of data; - Assists in the computation of statistical measures and indices for data produced; - Prepares statistical tables/summary/analysis in preparation for publication/news updates and releases.ssists in the computation of statistical measures and indices for data produced; and - Assists in the field supervision of statistical activities/operations and in the perofrmance of civil registry functions of the office.	11	1	RSSO 02-CAGAYAN	PSA-SA-168-2015	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
33	Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and - Examines data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency and other reasonableness of data.	11	1	RSSO 03-BATAAN	PSA-SA-366-2015	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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34	Statistical Analyst - Helps institute efficient methods, establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to insure equitable distribution of work among them within target periods; - 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. Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases; and - Helps recruit, train and supervise interviewers in the collection and preliminary processing of data during censuses and surveys.	11	1	RSSO MIMAROPA-MARINDUQUE	PSA-SA-281-2015	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
35	Statistical Analyst - Helps institute efficient methods, establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to insure equitable distribution of work among them within target periods; - 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. Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases; and - Helps recruit, train and supervise interviewers in the collection and preliminary processing of data during censuses and surveys.	11	1	RSSO MIMAROPA-ROMBLON	PSA-SA-278-2015	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
36	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 05-CAMARINES SUR	PSA-SA-409-2015	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
37	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 06-NEGROS OCCIDENTAL	PSA-SA-119-2015	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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38	Statistical Analyst - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases; and - 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.	11	1	RSSO 07-NEGROS ORIENTAL	PSA-SA-288-2015	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
39	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and -Processes and validates households, establishment-based surveys, and administrative-based data and prepare required reports.	11	1	RSSO 08-SAMAR	PSA-SA-309-2015	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
40	Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and - Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office and prepares statistical tables/summary/analysis in preparation for publication/news updates/releases, correspondence and other administrative reports.	11	1	RSSO 10-CAMIGUIN	PSA-SA-163-2015	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
41	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports, 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; and - Reviews and edits census/survey schedules/questionnaires/forms and other documents for accuracy, consistency and completeness of entries, assists in the generation of statistical tables/summary/analysis and perform other statistical activities.	11	1	RSSO 11-DAVAO DE ORO	PSA-SA-344-2015	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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LIST OF VACANT POSITIONS IN THE FIELD OFFICES
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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		
42	Statistical Analyst - Assists in the field supervision of statistical activities/operations, including reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and of completeness of entries, compute of statistical measures and indices for data produced, and preparation of statistical tables/summary/analysis in preparation for publication/news updates/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 in the province.	11	1	RSSO 11-DAVAO DEL NORTE	PSA-SA-332-2015	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
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 - 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 13-SOCD	PSA-SA-269-2015	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
44	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 BARMM-LANAO DEL SUR	PSA-SA-97-2015	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
45	Administrative Officer I - Provides administrative service function to the Provincial Office; - Encodes monthly disbursement journals and assist in processing of travel claims, purchase orders and disbursement vouchers; and - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 04A-RIZAL	PSA-ADOF1-588-2015	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

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						EDUCATION	EXPERIENCE	TRAINING		
46	Administrative Officer I - Prepares Procurement Monitoring Report, Inspection and Acceptance Report; - Serves as property officer of the provincial office, prepares report pertaining to physical count of inventories and property, report of supplies and materials issued; - Assists in the preparation of disbursement vouchers and obligation requests; and - Provides administrative service function to the Provincial Office.	10	1	RSSO MIMAROPA- OCCIDENTAL MINDORO	PSA-ADOF1-498-2015	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
47	Administrative Officer I - 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 - In-charge of keeping and maintaining the agency's book of accounts and financial reports.	10	1	RSSO 13-SURIGAO DEL NORTE	PSA-ADOF1-522-2015	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
48	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-LANAO DEL SUR	PSA-ADOF1-549-2015	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
49	Registration Officer I - Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and evaluates Certification of Registration of Authority to Solemnize Marriage (CRASM) applications and conducts field verification; and - Assists 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.	10	1	RSSO NCR-NCR II	PSA-REGO1-229-2015	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

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						EDUCATION	EXPERIENCE	TRAINING		
50	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; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 04A-CAVITE	PSA-REGO1-131-2015	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
51	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 05-CAMARINES NORTE	PSA-REGO1-91-2015	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
52	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, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation, bank reconciliation statement, other financial reports.	9	1	RSSO NCR-NCR III	PSA-ADAS3-55-2015	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
53	Administrative Assistant III - Assists in the review and analysis of recording of transactions and preparation of financial statements; and - Prepares monthly trial balance and other report for special funds, prepares bank reconciliation statement and post financial transactions to general and subsidiary ledgers and prepares other financial reports.	9	1	RSSO 09-ZAMBOANGA DEL NORTE	PSA-ADAS3-49-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
54	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 the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 09-ZAMBOANGA SIBUGAY	PSA-ASTAT-97-2015	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
55	Administrative Aide VI (Clerk III) -Takes charge in safekeeping and maintenance of personnel records; types drafts of various report, correspondence, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the provincial office; - Assists in other administrative functions of the provincial office; and - Assists in the conduct of statistical, civil registration, PhilSys and other activities of the provincial office, from data collection, processing and dissemination.	6	1	RSSO NCR-NCR V	PSA-ADA6-238-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	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
56	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction and authentication; - Conducts inventory of supplies and materials and prepares inventory reports for submission to COA and Central Office, requisitioning and canvassing of supplies and materials; - Prepares Monthly Report of Supplies and Materials Issued, Purchase Requests and Purchase Orders; - Maintains stock cards for supplies, monitor issuance of supplies and materials; and - Responsible for the management of supplies, prepares supply management related reports and responsible for the safekeeping of supplies and materials of the office.	6	1	RSSO CAR-APAYAO	PSA-ADA6-132-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	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

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						EDUCATION	EXPERIENCE	TRAINING		
57	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction; - Assists in the preparation implementation of ISO-QMS project; 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 department/division and units.	6	1	RSSO MIMAROPA-ROMBLON	PSA-ADA6-121-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	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
58	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 department/division & units.	6	1	RSSO 09-ZAMBOANGA DEL SUR	PSA-ADA6-74-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	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 To be assigned at Zamboanga City District, Zamboanga Del Sur

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