

## **Hiring of Personnel for Calendar Year 2020 PhilSys Pilot Registration**

### **I. Introduction**

The Philippine Statistics Authority (PSA), as the primary implementing agency of the Republic Act No. 11055 otherwise known as "Philippine Identification System Act" or the PhilSys Act will conduct Pilot Registration from September 2019 to June 2020.

Further, under Section 8 (B) of the said Act, the PSA shall conduct Mobile Registration activities to achieve universal coverage and accessibility for citizens and resident aliens. Relative to this mandate, the PhilSys Registry Office (PRO) came up with an implementation plan and a registration strategy to expand reach of its services, bringing the government closer and to its targeted populace.

To operationalize these plans, the PRO will hire the following manpower to perform the functions of the Registration and System Management Service (RSMS) with respect to the mobile registration centers that will be established in pilot areas and PhilSys Coordination Units at regional and provincial offices of PSA:

#### **A. Two (2) Registration Officer II – Operations Coordinator (Php 26,494.00/month) – SG 14**

1. Acts as coordination staff, involves in the procurement and gives administrative support to RSSOs/PSOs for the implementation of PhilSys;
2. Coordinates with the Central Office/Regional Office, partner agencies/organizations at the region/province, and local government units on PhilSys registration concerns;
3. Acts as the Supervisor to the PhilSys staff assigned at the RSSO/PSO;
4. Monitors progress in the implementation of registration in mobile and fixed registration Centers in the assigned region/province;
5. Reviews and prepares consolidated operations plan of registration centers within the region/province;
6. Prepares responses to queries and complaints sent to the RSSO/PSO;
7. Drafts and prepares reports for submission to the Philsys Registry Office; and
8. Perform additional tasks that may be assigned.

#### **B. Two (2) Administrative Assistant III (Php 17,473.00/month) – SG 9**

1. Receives and controls documents and communications;
2. Assists the immediate supervisor in personnel matters, record-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services;
3. Assists the immediate supervisor in the preparation of payroll, reimbursement, administrative reports and communication;
4. Assists the immediate supervisor in monitoring personnel compliance with existing policies and rules;
5. Attends to public queries thru telephone and e-mails; and
6. Performs other task that may be assigned by supervisor/s.

**C. One hundred sixty-three (163) Registration Officer II - Supervisor  
(Php 26,494/month) – SG 14**

1. Acts as the Unit Supervisor (Mobile Registration Centers);
2. Oversees the team and the operations in the Mobile Registration Centers;
3. Overrides biometrics exception of applicants;
4. Uploads/exports data captures online to the PhilSys server;
5. Serves as link in registration center to the Provincial Office;
6. Answers to queries and complaints of clients;
7. Cascades updates and memos to the team;
8. Manages assigned registration kits;
9. Conducts registration training and evaluation for mobile registration team members;
10. Provides necessary reports and updates requested by PhilSys Registry Office;
11. Serves as resource person on PhilSys Registration process; and
12. Performs other tasks that may be assigned by supervisor/s.

**D. Eight hundred fifteen (815) Registration Officer I (Data encoder) –  
(Php 18,718.00) – SG 10**

1. Serves as Data Capture Operator for Mobile Registration Centers;
2. Provides exceptional customer service to all the applicants.
3. Captures Demographics and Biometrics data of applicants;
4. Provides Daily Report of number of captured registrants to Registration Officer II;
5. Keeps and manages assigned registration kits;
6. Performs basic troubleshooting and reports technical issues to Registration Officer II;
7. Maintains the defined operating standards as mandated by the PSA and ensure compliance to approved processes; and
8. Performs other tasks that may be assigned by supervisor/s.

**E. One hundred sixty-three (163) Administrative Assistant III – Screener  
(Php 17,473.00) - SG 9**

1. Serves as Screener for Mobile Registration Centers;
2. Provides exceptional customer service to all the applicants.
3. Screens and approves documentary requirements of applicants;
4. Ensures that the applicants fill-out the registration form correctly;
5. Serves as reliever in absence of Registration Officer I (Data Capture Operator);
6. Keeps and maintain all files (memoranda, correspondence, reports);
7. Entertains public queries and problems regarding registration process;
8. Assists the immediate supervisor in the preparation of administrative reports and communication; and
9. Performs other tasks that may be assigned by supervisor/s.



**F. One hundred sixty-three (163) Administrative Aide IV – Crowd Control (Php 12,674.00) - SG 4**

1. Performs crowd control;
2. Assists in managing queues in Mobile Registration Centers;
3. Assists in distributing and filling-out of the PhilSys Registration forms;
4. Attends to public queries; and
5. Performs other tasks that may be assigned by supervisor/s.

