

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
GRAND TOTAL		131							
Chief Administrative Officer -Plans, directs and coordinates all administrative service functions of the Regional Office; -Oversees financial, personnel, administrative service functions of the Regional Office.	24	1	RSSO 03 - CRASD	PSA-CADOF-94-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years of supervisory/management experience	With at least 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	With at least CS 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
Chief Administrative Officer -Plans, directs, and coordinates all administrative service functions of the Regional Office; - Oversees financial, personnel, administrative and civil registration reports of the region.	24	1	RSSO 04A - CRASD	PSA-CADOF-90-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years of supervisory/ management experience	With at least 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	With at least CS 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
Chief Administrative Officer -Plans, directs, and coordinates all administrative service functions of the Regional Office; -Oversees financial, personnel, administrative and civil registration activities of the Regional Office;	24	1	RSSO 10 - CRASD	PSA-CADOF-105-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years of supervisory/ management experience	With at least 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	With at least CS 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
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/her area of assignment; - 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 NCR-NCR V	PSA-CSTATS-154-2015	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	With at least 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.) spread-sheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision.	With at least CS 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
Chief Statistical Specialist - Coordinates and exercise control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data for immediate local need; -Coordinates all statistical and development activities in the region; Supervises and reviews the work of subordinates employees in compiling, classifying, consolidating, computing of statistical data gathered; and in the preparation of narrative reports to each statistical activity; Reviews, recommends for approval of the Regional Director and finalizes reports and materials like bulletins, fact sheets, articles, presentation materials and the like, for submission, presentation of publication.	24	1	RSSO NCR-SOCD	PSA-CSTATS-137-2015	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	With at least 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.) spread-sheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision.	With at least CS 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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Chief Statistical Specialist - Serves as the Chief of Office of the Provincial Office - Coordinates, exercises control & direction, and monitors the overall aspect and phases of census and survey operations in the province in administrative, statistical, human resource including networking with the other government agencies and private entities - Implements laws and programs related to statistical, civil registration and ID System	24	1	RSSO CAR (Iligan)	PSA-CSTATS-160-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist -Serves as the technical head of the Statistical Operations and Coordination Division, responsible for directing, conducting and supervising the operations within his area of assignment -Supervises, coordinates and reviews the work of subordinate employees in the compiling, classifying, consolidating, analyzing, computing, verifying and checking of statistical data gathered and processed by them.	24	1	RSSO 01 - SOCD	PSA-CSTATS-93-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
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; -Coordinates and exercises control and direction overall aspects and phases of census and survey operations including preliminary processing and tabulation of data of immediate need in the area, applying in the process census and statistical theories, methods, and procedures which will serve as basis of uniform field operation in the province.	24	1	RSSO 04A - RIZAL	PSA-CSTATS-200-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist - Head the Provincial Office and take responsibility in the efficient administration of the office. - Coordinates and supervises all censuses and survey operations and processing of data - Exercise delegated visitorial functions as authorized by the Civil Registrar General with respect to the performance of the mandated function of the civil registrars	24	1	RSSO 04B - MARINDUQUE	PSA-CSTATS-193-2015	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	With at least 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 years which are in the position/s involving management and supervision; and has working knowledge in Office Software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision.	With at least CS 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



PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Chief Statistical Specialist - Serves as Chief of the Provincial Statistical Office - Plan, coordinate and exercise control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data of immediate need in the area, applying in the process census and statistical theories, methods and procedure which will serve as basis of uniform field operation in the province - Formulate a program and coordinate with other agencies for the prompt collection and submission of administrative-based statistics reports and make recommendations on possible area of cooperation with the end in view of maximizing resources avoiding duplication of efforts and inconsistent statistics.	24	1	RSSD 05 - CAMARINES NORTE	PSA-CSTATS-206-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist - Serves as Chief of the Provincial Statistical Office - Plan, coordinate and exercise control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data of immediate need in the area, applying in the process census and statistical theories, methods and procedure which will serve as basis of uniform field operation in the province - Formulate a program and coordinate with other agencies for the prompt collection and submission of administrative-based statistics reports and make recommendations on possible area of cooperation with the end in view of maximizing resources avoiding duplication of efforts and inconsistent statistics.	24	1	RSSD 05 - CATANDUANES	PSA-CSTATS-207-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data in the region; - 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	RSSD 10 - CAGAIAN	PSA-CSTATS-189-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data in the region; - 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	RSSD 10 - SOCD	PSA-CSTATS-110-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Chief Statistical Specialist -Serves as the head of the provincial office and takes responsibility in the efficient administration of the provincial office. -Coordinates and monitors the implementation of the Civil Registry Law, civil registration memoranda/circulars and other civil registration-related activities in the province. -Manages financial resources of the province.	24	1	RSSO 11 - DAVAO ORIENTAL	PSA-CSTATS-188-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 60 hours of training in management and supervision	With at least CS 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
Supervising Statistical Specialist - Plans, assigns, coordinates and recommends work programs and procedures for the processing of census/survey and administrative data - Coordinates and assists in formulating programs and develops policies for production of statistics and data dissemination	22	1	RSSO 040 - OCCIDENTAL MINDORO	PSA-SVSTATS-119-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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)	With at least 32 hours of training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist - Assists the CSS in the overall supervision of all statistical operations from data collection, processing, review and evaluation, to dissemination - Assists/Plans/Develop work programs and procedures of all statistical operations and coordinates with other Regional Line Agencies (RLAs), LGUs, Academe and Private Sectors in the implementation and monitoring of statistical activities, policies and programs at the subnational level	22	1	RSSO 06-SOCD	PSA-SVSTATS-178-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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)	With at least 32 hours of training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist -Assists the CSS in the overall supervision of all statistical operations from data collection, processing, review and evaluation, to dissemination; -Assists/Plans/Develop work programs and procedures of all statistical operations and coordinates with other Regional Line Agencies (RLAs), LGUs, Academe and Private Sectors in the implementation and monitoring of statistical activities, policies and programs at the subnational level	22	1	RSSO 06-GUIMARAS	PSA-SVSTATS-202-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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)	With at least 32 hours of training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant III - Prepares the regional financial accountability reports and provide financial data as may required from time to time by the agency mgt & other government offices. -Ensures that expenditures, income & other financial transactions are recorded in the books of accounts and ensures strict compliance to the government accounting manual and other accounting, auditing rules and regulations.	19	1	RSSO 01 - CRASD	PSA-A3-197-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least RA 1080 (Accountant)	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SQ	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR I	PSA-SS2-512-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR I	PSA-SS2-531-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR I	PSA-SS2-532-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR I	PSA-SS2-533-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR I	PSA-SS2-534-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR I	PSA-SS2-540-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat.
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR II	PSA-SS2-541-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat.
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR II	PSA-SS2-542-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat.
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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	RSSD NCR - NCR II	PSA-SS2-543-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat.
Statistical Specialist II - Prepares periodic reports on progress of project activities and accomplishments of divisions/services, translates literal information to numerical information and vice-versa.	16	1	RSSD NCR - NCR III	PSA-SS2-507-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat. To be assigned in the Office of the National Statistician (ONS) - Planning Management Service (PMS)

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-519-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-518-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-549-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-550-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-551-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-552-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-553-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 IV	PSA-SS2-554-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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-SS2-558-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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-SS2-557-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; - 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 - SOCO	PSA-SS2-392-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 years demonstrated ability in data analysis and project management, data visualization and statistical surveys, and has working knowledge in Office Software (e.g. Spread-sheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Edits, verifies, analyzes survey reports for accuracy, completeness, and reasonableness and prepares periodic reports on progress of project activities and accomplishment of the division; - Computes summaries and indicators data produced from censuses, surveys and other projects of the office.	16	1	RSSO 01 - ILOCOS NORTE	PSA-SS2-433-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; 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 - BATANES	PSA-SS2-346-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; 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 - ISABELA	PSA-SS2-358-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



or

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
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; 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	RSSD 04A - RIZAL	PSA-SS2-170-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat To be assigned in Statistical Operations and Coordination Division-RSSD 04A
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data - Edits, verifies, analyzes survey reports for accuracy, completeness, and reasonableness	16	1	RSSD 04B - OCCIDENTAL MINDORO	PSA-SS2-86-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data - Edits, verifies, analyzes survey reports for accuracy, completeness, and reasonableness.	16	1	RSSD 05 - CAMARINES SUR	PSA-SS2-441-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Conduct Data review, validation and dissemination of agricultural statistics. - Conduct agricultural data analysis and prepare publication.	14	1	RSSD 08 - SOCD	PSA-SS2-101-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Edits, verifies, analyzes survey reports for accuracy, completeness, and reasonableness and translates literal information to numerical information and vice-versa; reviews work of lower level personnel - Computes summaries and indicators from data produced from censuses, surveys and other project in the office and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to insure 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	RSSD 09 - SOCD	PSA-SS2-103-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronym)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II -Edits, verifies, analyzes survey reports for accuracy, completeness and reasonableness. -Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data.	16	1	RSSO 11 - SOCD	PSA-SS2-120-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Edits, verifies, analyzes survey reports for accuracy, completeness and reasonableness; - Computes summaries and indicators from data produced from census, surveys and other projects of the office	16	1	RSSO 13 - SOCD	PSA-SS2-129-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II -Edits, verifies, analyzes survey reports for accuracy, completeness and reasonableness; - Computes summaries and indicators from data produced from census, surveys and other projects of the office	16	1	RSSO 13 - SOCD	PSA-SS2-126-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer IV -Evaluates qualifications of employees for promotion and prepares their profile for use during deliberation of the Regional Selection Board; -Maintain familiarization on the CSC rules, laws, procedures and requirements connected with the evaluation process, leave benefits and other aspects of the personnel function.	15	1	RSSO 03 - CRASD	PSA-ADO4-523-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer IV - Assists in the preparation of plantilla, prepares action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action, as well as prepares lectures, hand-outs for in-service trainings; acts as lecturer/trainer during in-service training, seminars & statistical operations; - maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluations process, leave benefits and other aspects of personnel functions; evaluate qualifications of employees for promotion and preparation of their profile for use during deliberation of the Selection Board as well as develops/prepares career paths for each personnel.	15	1	RSSO 09 - CRASD	PSA-ADO4-508-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer III - Disburses salaries and wages; Supervises the encoding of ADA for wages and salaries; Verifies the correctness of entries in the checks and record checks in the warrant register; - Releases checks to claimant; Prepares daily and monthly collection to be submitted to the Land Bank;	14	1	RSSO 02 - CRASD	PSA-ADDF3-587-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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 the completeness of Certification of Registration of Authority to Solemnize Marriage (CRASM) and other civil registry documents; - Ensures proper keeping and maintenance of civil registry documents; Secures civil registry forms/security papers; Coordinates with the LCRO in connection with the submission of civil registry documents; Supervises CRS/BRegs outlets; Conducts training on civil registration;	14	1	RSSO 02 - ISABELA	PSA-REGO2-163-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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 - Acts as resource speaker and trainer during trainings in civil registration	14	1	RSSO 04B - ORIENTAL MINDORO	PSA-REGO2-109-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer II -Act as supervisor of the Civil Registration Section including matters for Solemnizing Officers -Act as the CRS outlet supervisor	14	1	RSSO 10 - MISAMIS OCCIDENTAL	PSA-REGO2-111-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst I - Assists to Computer Programmer II, analyze and develop of computer programs in accordance to specs. - Designs report/output layouts	12	1	RSSO 04B - SOCD	PSA-INFO5A1-305-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER, 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Systems Analyst I - Designs report/output layouts, prepares required logical diagrams, flowcharts; - Writes, codes and assembles computer programs/instructions using symbolic programming system	12	1	RSSO 13 - SOCD	PSA-INFOSA1-98-2015	Bachelor's degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR II	PSA-SA-449-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR III	PSA-SA-472-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR III	PSA-SA-473-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR IV	PSA-SA-448-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR IV	PSA-SA-475-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER, 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSD NCR - NCR IV	PSA-SA-476-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSD NCR - NCR IV	PSA-SA-477-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSD NCR - NCR IV	PSA-SA-478-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSD NCR - NCR IV	PSA-SA-479-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Coordinates the accomplishment of questionnaires and data requests and replies to requests for comments from international organizations (e.g. United Nations Statistics Division, Food and Agriculture Organization, ASEANstats, etc.) - Serves as liaison officer and coordinates with the Department of Foreign Affairs (DFA), concerned embassies and the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) for the completion of travel documents.	11	1	RSSD NCR - NCR V	PSA-SA-485-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat To be assigned in the Office of the National Statistician (ONS)-International Cooperation Unit (ICU)

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER, 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Assists in the preparation of audit plans and programs - Participates in the conduct of management and operations audits	11	1	RSSO NCR - NCR V	PSA-SA-485-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat. To be assigned in the Office of the National Statistician (ONS) - Internal Audit Division (IAD)
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR V	PSA-SA-487-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR V	PSA-SA-489-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR V	PSA-SA-490-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO NCR - NCR V	PSA-SA-491-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<p>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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.</p>	11	1	RSSO NCR - NCR V	PSA-SA-493-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<p>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; - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.</p>	11	1	RSSO NCR - NCR V	PSA-SA-493-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<p>Statistical Analyst - 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. - Reviews/edit 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.</p>	11	1	RSSO 01 - ILOCOS SUR	PSA-SA-140-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<p>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 ensure equitable distribution of work among them within target periods; Undertakes researches on various subject matter including the concepts, definitions, classification system and methodology used; - Studies and reports on the methods employed and the coverage and limitations of statistical data produced by the office and those of other statistical agencies in similar fields; 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 ensure comparability of data.</p>	11	1	RSSO 02 - ISABELA	PSA-SA-175-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Assists in the recruitment and selection process including preparation of appointment paper and updating of Personal Services Itemization Plantilla of Personnel; - Assists in providing systematic and appropriate training methods and techniques in training development - Assists in the preparation of Personnel Placement List and other reports needed by the division.	11	1	RSSO 03 - Bulacan	PSA-SA-360-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat To be assigned at Finance and Administrative Service (FAS) - Human Resources Division
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 - Helps recruit, train and supervise interviewers in the collection and preliminary processing of data during censuses and surveys	11	1	RSSO 04B - ORIENTAL MINDORO	PSA-SA-280-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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 - Helps recruit, train and supervise interviewers in the collection and preliminary processing of data during censuses and surveys	11	1	RSSO 04B - ORIENTAL MINDORO	PSA-SA-273-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Helps recruit, train and supervises interviewers in the collection and preliminary processing of data during censuses and surveys - Reviews edited census and survey schedules, questionnaires, forms and documents for omission, consistency and reasonableness of entries	11	1	RSSO 07 - SIKUJOR	PSA-SA-88-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Helps institute efficient work methods of established production levels for the various types of work undertaken and devise system of work allocation to statistical assistants to ensure an equitable distribution of work among them within target periods - Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office;	11	1	RSSO 10 - MISAMIS OCCIDENTAL	PSA-SA-159-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents; - Prepares statistical tables/summary/analysis and perform other statistical activities	11	1	RSSO 11 - DAVAO DEL SUR	PSA-SA-341-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat




PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Reviews edited agr/surveys schedules/questionnaires/forms and other documents for accurateness and assists in the computation of statistical measures and indices for data produced; - Prepares statistical tables/summary/analysis in preparation for publication/news/updates/releases	11	1	RSSO 12 - SULTAN KUDARAT	PSA-SA-355-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents; - Prepares statistical tables/summary/analysis and perform other statistical activities of the province.	11	1	RSSO 13 - SURIGAO DEL NORTE	PSA-SA-136-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general fund and trust fund; - Balances the collection fees from civil registry documents, trust funds and census publication; - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO NCR - NCR II	PSA-ADOPI-485-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general fund and trust fund; - Balances the collection fees from civil registry documents, trust funds and census publication; - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO NCR - NCR III	PSA-ADOPI-522-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general fund and trust fund; - Balances the collection fees from civil registry documents, trust funds and census publication; - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO NCR - NCR III	PSA-ADOPI-457-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general fund and trust fund; - Balances the collection fees from civil registry documents, trust funds and census publication; - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO NCR - NCR IV	PSA-ADOPI-482-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general fund and trust fund; - Balances the collection fees from civil registry documents, trust funds and census publication; - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO NCR - NCR V	PSA-ADOPI-458-2015	Bachelor's Degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer I - Issues Official Receipts for general and trust fund and makes entries in cash book from collections and types the remittance advice - Assumes full responsibility for the custody and safekeeping of official records and documents and determine the retention of the agency's records subject to the approved Records Disposition Schedule	30	1	RSSO 05 - CAMARINES NORTE	PSA-ADDF1-551-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general and trust fund and makes entries in cash book from collections and types the remittance advice - Assumes full responsibility for the custody and safekeeping of official records and documents and determine the retention of the agency's records subject to the approved Records Disposition Schedule	10	1	RSSO 05 - MASBATE	PSA-ADDF1-554-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I Serves as human resource: - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluation process, leave benefits and other aspects of the personnel function and assist in providing systematic and appropriate training methods and techniques in training development; - Assists in the preparation of action on appointments, leaves, transfers, resignations, reinstatement, adjudication of retired claims, salary adjustments, position classification and reclassification, performance ratings and other personnel benefits	10	1	RSSO 12 - SOUTH COTABATO	PSA-ADDF1-501-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues official receipts, disburses salaries and wages, verifies the correctness of entries in the checks and record checks in the warrant register, releases checks to claimant; - Prepares report for payments and collections, monthly Report of Checks Disbursements and Summary List of Checks Issues	30	1	RSSO 13 - DINAGAT ISLANDS	PSA-ADDF1-528-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - 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.	30	1	RSSO NCR - NCR III	PSA-REG01-232-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat




PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - 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.	10	1	RSSO NCR - NCR III	PSA-REG01-224-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - 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.	10	1	RSSO NCR - NCR IV	PSA-REG01-225-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - 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.	10	1	RSSO NCR - NCR IV	PSA-REG01-210-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - Assists in studying procedures and techniques for more effective civil registration; - Assists the section chief in coordinating with the local civil registrars.	10	1	RSSO DCA - BATANGAS	PSA-REG01-329-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - Screens and evaluates birth, death and marriage documents from the local Civil Registrars; - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 10 - MISAMIS ORIENTAL	PSA-REG01-165-2015	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Prepares disbursement vouchers and process various money claims (monthly payables, TE, PD, payroll, wages, remittances etc.) and posts entries requiring subsidiary from special journals to subsidiary ledgers. - Checks and verifies accuracy of posting of journal entries and prepares index of payments, bank reconciliation reports and data entry of tax withholding for remittance.	9	1	RSSO 01 - CRASO	PSA-ADAS3-43-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Assists in the review and analysis of recording of transactions and preparation of financial statements of provincial offices; - Assists the immediate supervisor in the discharge of functions related to personnel matters, record keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services.	9	1	RSSO 04A - RIZAL	PSA-ADAS3-22-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant III - Checks/examine supporting papers attached to all money claims and verifies accuracy in reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed. - Determines that funds are appropriated in the advice of sub allotment (ASA) or cash advances and assures that expenses are properly authorized and incurred.	9	1	RSSO 05 - CAMARINES NORTE	PSA-ADASS-27-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Performs the duties and responsibilities as a bookkeeper of the province. - Prepares posts, submits required financial reports to RSSO and performs other tasks that may be assigned by his/her supervisor.	9	1	RSSO 10 - BUKIDNON	PSA-ADASS-34-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Prepares Financial Reports - Prepares Disbursement Vouchers and processes claims/ payment to suppliers	9	1	RSSO 11 - DAVAO ORIENTAL	PSA-ADASS-52-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III Serves as Bookkeeper: - Prepares monthly trial balance and other report for regular and trust funds, prepares bank reconciliation statement; - Prepares other financial reports that may be requested by the DBM, CDA, etc. and Posts financial transactions to general and subsidiary ledgers	9	1	RSSO 12 - COTABATO	PSA-ADASS-83-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Assist in the review and analysis of recording of transactions and preparation of financial statements; - 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 13 - AGUSAN DEL NORTE	PSA-ADASS-62-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician - Assist in processing, compilation and generation of statistics from household based reports and organizing data for tabulation and encoding of statistical narrative report. - Prepares status report on statistical activities and checks for the completeness, consistency and validity of data.	9	1	RSSO-CAR Abra	PSA-ASTAT-109-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Assistant Statistician -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data -Helps 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 and prepare worksheet formats for data compilation and summarization; computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas.	9	1	RSSO 01 - ILOCOS SUR	PSA-ASTAT-169-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician - Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and other reasonableness of data - Assembles, transcribes, and summarizes data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas	9	1	RSSO 04B-SOCD	PSA-ASTAT-147-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
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 - Maintains complete and up to date listing of different surveys covered in the annual, quarterly and monthly surveys in the region	9	1	RSSO 05 - CATANDUANES	PSA-ASTAT-152-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; -Assists in studying procedures and techniques for more effective civil registration	9	1	RSSO 30 - MISAMIS ORIENTAL	PSA-ASTAT-150-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician - Implements established field techniques and procedures for field information, data or documents 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	9	1	RSSO 13 - AGUSAN DEL SUR	PSA-ASTAT-119-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



a

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant II -Receives and controls documents and communications; -Assists the immediate supervisor in the discharge of functions, related to personnel matters, record keeping, mailing/shipping operation, procurement and maintenance of office supplies/equipment, general services and financial matters.	8	1	RSSD 04A - CROASO	PSA-ADAS2-123-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant II -Perform clerical and administrative functions for Statistical Operations and Coordination Division (SOCD); -Assist in the conduct of statistical activities.	8	1	RSSD 04B - PALAWAN	PSA-ADAS2-97-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat To be assigned in Statistical Operations and Coordination Division (SOCD)-RSSD 04B
Administrative Assistant II -Performs the duties and responsibilities as a Special Disbursing Officer of the province. -Issues official receipts, denominates wages of Statistical Researchers, balances the collection fees, makes entries in cash book, types the remittance advice and checks issued and perform other tasks that may assigned by his/her supervisor.	8	1	RSSD 10 - BUKIDNON	PSA-ADAS2-153-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant I - Keeps and maintains all files (memoranda, correspondence, reports); - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff; - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments)	7	1	RSSD MCR - OD	PSA-ADAS1-175-2015	Completion of 2 years studies in college	None required	None required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant I - Keeps, maintains all files, types all correspondence/reports and others, keeps calendar of appointments of the Director - Receives and keeps log of all incoming/outgoing and screens all incoming routine papers requiring signature of the Director	7	1	RSSD 12 - OD	PSA-ADAS1-162-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Takes charge in safekeeping & maintenance of personnel records - Types drafts of various report, and correspondence prepared by the supervisor	6	1	RSSD 04B - PALAWAN	PSA-ADAG-312-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Aide VI - Takes charge in safekeeping & maintenance of personnel records - Types drafts of various report, and correspondence prepared by the supervisor	6	1	RSSD 048 - ROMBLON	PSA-ADA6-111-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Take charge and safekeeping maintenance of personnel records. - Operates computer machine/types correspondence, reports, policies, directives, circular, memoranda orders, rules and regulations, information dissemination and implementation of the various department and units.	6	1	RSSD 05- CAMARINES SUR	PSA-ADA6-113-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Act as the clerk for the SO CRASM Processing - Assist the HR in the preparation of reports and other clerical jobs.	6	1	RSSD 07- CDAO	PSA-ADA6-141-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Assist in the data processing and validation of DVSS data files to ensure completeness and consistency of information in the data base; - Assist in the various administrative and clerical works such as inventory of supplies, property, plant and equipment, and records to ensure updated, complete, and accurate inventory reports.	6	1	RSSD 08 - LEYTE	PSA-ADA6-78-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; - 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 dept./div. & units	6	1	RSSD 09 - ZAMBOANGA SIBUGAY	PSA-ADA6-79-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Aide VI - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; - 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 dept./div. & units	6	1	RSSO 09 - ZAMBANGSA SIBUSAY	PSA-ADAG-72-2015	Completion of 1 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C3 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI -Processes applications for Certificate for Registration of the Authority to Solemnize Marriage (CRASM) -Prepares official correspondence, endorsements and other reports for review by the Supervisor	6	1	RSSO 11 - CRASD	PSA-ADAG-134-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C5 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI -Prepares official correspondence, endorsements and other reports for review by the Supervisor -Assists in the updating and maintenance of personnel records	6	1	RSSO 11 - DAVAO ORIENTAL	PSA-ADAG-162-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C5 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Takes charge in safekeeping and maintenance of personnel records - Types drafts of various reports, and correspondence prepared by the supervisor, updates personnel records	6	1	RSSO 12 - COTABATO	PSA-ADAG-118-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C5 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Takes charge in safekeeping and maintenance of personnel records - Types drafts of various reports, and correspondence prepared by the supervisor, updates personnel records	6	1	RSSO 12 - CRASD	PSA-ADAG-130-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C5 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity; - Assembles, transcribes, and summarizes data from accuracy of entries and of totals; assist in the computation of simple statistical measures by utilizing established formulas	6	1	RSSO 13 - AGUSAN DEL NORTE	PSA-ADAG-83-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C5 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity; - Assembles, transcribes, and summarizes data from accuracy of entries and of totals; assist in the computation of simple statistical measures by utilizing established formulas	6	1	RSSO 13 - CRASD	PSA-ADAG-128-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least C5 Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL		112							
Chief Administrative Officer -Over-all supervision of the Budget Division and signs documents; - Supervises and reviews the preparation of PSA's budget proposal and attends technical budget hearings called by NEDA, DBM, House of Representatives and Senate of the Philippines.	24	1	ORCSO-FAS-RO	PSA-CADDP-106-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years of supervisory/ management experience	With at least 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	With at least CS 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
Chief Statistical Specialist - Recommends technical and operational plans including administrative requirements and specifications for the conduct of the census of population and housing - Attends to all administrative, human resource, budget and other requirements of the office including, but not limited to, the preparation of budget proposal, cost estimates, procurement plan, information systems strategic plan, workload analysis, office performance commitment and review, planning workshop requirements.	24	1	CTCO-NCS-PHCD	PSA-CSTATS-85-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist - Serves as technical and administrative head of the division - Plans and manage the division for efficient development, compilation, consolidation and updating of environmental accounts and environmental statistics and other related indicators - Manages the implementation of project and other developmental activities and the conduct of researches and studies for the improvement of environmental accounts and environmental statistics and other related indicators	24	1	SSO-MAS-ENRAO	PSA-CSTATS-90-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Chief Statistical Specialist - Serves as technical and administrative head of the division - Plans and manages the division for efficient development, integration and consolidation of national and regional accounts and other related accounts and indicators - Manages the implementation of project and other developmental activities and the conduct of researches and studies for the improvement of environmental accounts and environmental statistics and other related accounts and indicators	24	1	S50-MAS-INTEGAD	PSA-CSTATS-112-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Chief Statistical Specialist - Serves as technical and administrative head of the division - Plans, organize, directs, coordinates and control programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys on income and expenditure, labor & employment, overseas workers, and other related concerns of the division; - Oversees the implementation of statistical data collection, estimation, compilation, review and validation activities of the division; - supervises the preparation of technical reports/articles, memoranda, resolutions, letters, and other official documents related to the outputs of the division	24	1	S50-SSSS-IESD	PSA-CSTATS-104-2015	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	With at least 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)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least CS 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
Information Technology Officer III -Ensures successful collaboration between SDD, its client subject matter units (SMUs), and other concerned units in survey/census undertakings and in the computerization of other processes in the agency. -Plans, implements, and/or recommends innovative procedures and techniques for the efficient and effective day-to-day operation in SDD to successfully carry out or even surpass the division's mandated functions.	24	1	CTCO-ITDS-SDD	PSA-ITDS-56-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years in position/s involving management and supervision	With at least 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	With at least CS 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



PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Technology Officer III - Coordinates the overall activities of the Division. - Provides technical assistance and advice and coordinates with the different services, offices and other agencies. - Define the objectives for the quality assurance functions and develops the sequence of steps, operations, procedures and tasks to accomplish the stated objectives.	24	1	CTCO-ITDS-SQAD	PSA-ITOI-SI-2015	Master's Degree or Certificate in Leadership and Management from the CSC	With at least 4 years in position/s involving management and supervision	With at least 40 hours of supervisory/ management learning and development intervention undertaken within the last 3 years	With at least CS 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
Supervising Administrative Officer - Supervises lower level HRMOs in the preparation of actions on appointments, leave transfers, resignations, reinstatements, adjudication of retirements claims, salary adjustment, position classification and reclassification, performance ratings & other personnel benefits & services; - Assists and advises the Chief Administrative Officer in the development, formulation and execution of policies, regulations and others in all areas of personnel management and development in accordance with the civil service laws and rules	22	1	CRCO-FAS-HRD	PSA-SADOF-190-2015	Bachelor's Degree relevant to the job	With at least 3 years of relevant experience	With at least 16 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist - Serves as the assistant technical and administrative head of the division - Assist the Chief Statistical Specialist in the supervision, management and coordination of the output of the division involving the development, compilation, consolidation and updating of environmental accounts and environmental statistics and other related indicators - Monitors the activities and deliverables of the division and makes recommendations for improvement	22	1	SSD-MAS-ENRAD	PSA-SVSTATS-147-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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)	With at least 32 hours training preferably on statistical methods, tools, project management, processes and /or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Supervising Statistical Specialist - Serves as the assistant technical and administrative head of activities related to poverty, human development index, gender, children and Sustainable Development Goals (SDGs) - Provides assistance in the monitoring of activities and deliverables of the Poverty and Human Development Statistics Division	22	1	SSO-SSSS-PHSD	PSA-SVSTATS-100-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 4 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)	With at least 32 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Attorney III -To review contracts, Memorandum of Agreement/Understanding and Memorandum Circular -Act as prosecutor in administrative cases.	21	1	ONS-LS	PSA-ATY3-21-2015	Bachelor of Laws	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least RA 1080 (Attorney)	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Attorney III -To review contracts, Memorandum of Agreement/Understanding and Memorandum Circular -Act as prosecutor in administrative cases.	21	1	ONS-LS	PSA-ATY3-22-2015	Bachelor of Laws	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least RA 1080 (Attorney)	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant III - Provides technical advice on financial matters to the head of Accounting Division; - Monitors the timely processed of various money claims in Central Office.	19	1	ENCSD-FAS-AD	PSA-A3-207-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least RA 1080 (Accountant)	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant III - Provides technical advice on financial matters to the head of Accounting Division; - Monitors the timely processed of various money claims in Central Office.	19	1	CRCSD-FAS-AD	PSA-A3-208-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least RA 1080 (Accountant)	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Undertakes a program of research and analytical studies for the development of classification systems and related standards and statistical concept and definition; - Supervises and strategises the evaluation of internal classification systems and best practices for possible adoption in the country.	19	1	CTCO-SS-SCD	PSA-SRSTATS-121-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Senior Statistical Specialist - Coordinates the accomplishment of questionnaires, data requests and requests for comments from international bodies and National Statistical Institutes; - Organizes ICU-led events and monitors the work and financial plan of the unit.	19	1	ONS-ICU	PSA-SRSTATS-76-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Monitors the progress in the implementation of approved plans, program, activities & makes necessary recommendations to ensure success. - Helps institute efficient work methods and establish production levels for various types of work undertaken and devises systems of work allocation to ensure equitable distribution of work within target periods.	19	1	ONS-FWAS	PSA-SRSTATS-78-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Conducts higher level methodological and analytical studies for improvement of statistical processes. - Reviews research plans, research reports and other outputs prepared by lower level statisticians.	19	1	ONS-SMU	PSA-SRSTATS-79-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Serves as the technical head in the compilation, generation, consolidation and updating of statistics/indicators on CPI for the bottom 30% income households - Drafts statistical reports on CPI for the bottom 30% income households	19	1	SSO-ESSS-PSD	PSA-SRSTATS-805-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer V - Consolidates and prepares budget proposal forms (Tier 1 and Tier 2) based on Budget Call and guidelines; - Prepares reports and other documents needed for the technical budget hearings required by the NEDA, DBM, House of Representatives and Senate of the Philippines.	18	1	CRCSO-FA5-BD	PSA-ADOFS-184-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer V - Assists the Chief Administrative Officer in prescribing standard office procedures in all personnel transactions including the processing of appointments, leave benefits and the custody of vital personnel records; - Maintains familiarization on the CSC rules, laws, procedures & requirements connected with the evaluation process, leave benefits & other aspects of personnel functions, plans, supervises and coordinates the activities of the Section in the development installation and maintenance of training programs to upgrade the quality of technical and non-technical personnel of the PSA as well as other government statisticians, determines budget requirements for the various training programs and for the operation of the Section;	18	1	CRCSD-FAS-HRD	PSA-AOOF-191-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Internal Auditor III - Review of organizational structure, staffing, administrative systems and procedures; and - Conduct of complex or difficult audit work or end to end audit (from audit planning to follow-through), such as audit of construction works, information systems, procurement process or payroll system.	18	1	DNS-IAD	PSA-IAU03-3-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer III - Supervise the day to day frontliner operations of PSA outlet/CRSD unit; - Monitor the workload and activities of the outlet/unit and recommend strategies on how to improve the operations.	18	1	CRCSD-CRS-CRSD	PSA-REG01-66-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer III - Supervise the day to day frontliner operations of PSA outlet/CRSD unit; - Monitor the workload and activities of the outlet/unit and recommend strategies on how to improve the operations.	18	1	CRCSD-CRS-CRSD	PSA-REG01-68-2015	Bachelor's degree relevant to the job	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Accountant II - Insures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to insure that they are in balance with the control account; - Prepares Journal Entry Vouchers (JEVs) for the collections and disbursements of CRS.	16	1	CRCO-FAS-AD	PSA-A2-393-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least RA 1080 (Accountant)	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst II -Identifies and documents systems requirements through collaboration with Subject Matter Divisions/Units; -Develops programs/modules in collaboration with client unit counterparts and with his/her respective SDD team.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-62-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst II -Identifies and documents systems requirements through collaboration with Subject Matter Divisions/Units; -Develops programs/modules in collaboration with client unit counterparts and with his/her respective SDD team.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-63-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst II -Identifies and documents systems requirements through collaboration with Subject Matter Divisions/Units; -Develops programs/modules in collaboration with client unit counterparts and with his/her respective SDD team.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-66-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst II -Prepares detailed documentation of programs/modules; -Performs unit testing of programs/modules developed by him/her and or those developed by ISA I.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-69-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Systems Analyst II - Prepares detailed documentation of programs/modules; - Performs unit testing of programs/modules developed by him/her and/or those developed by ISA I.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-71-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst II - Assist in the formulation of standards and procedures for the quality assurance of information systems including outsourced software - Assists in the preparation of test schedules and requirements - Executes test plans and scripts for the quality assurance of information systems and outsourced software	16	1	CTCO-ITDS-SQAD	PSA-INFOSA2-78-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst II - Assist in the formulation of standards and procedures for the quality assurance of information systems including outsourced software - Assists in the preparation of test schedules and requirements - Executes test plans and scripts for the quality assurance of information systems and outsourced software	16	1	CTCO-ITDS-SQAD	PSA-INFOSA2-79-2015	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assists in undertaking researches and planning/implementation/conduct of activities (e.g. remote sensing, pretests, pilot census, census field operations, processing, tabulation, dissemination) of Census of Agriculture and Fisheries (CAF). - Studies, makes recommendations, and design the content, format, and data structure of 2022 CAF household-based and establishment-based questionnaires for different methods of data collection (face-to-face, self-administered, online, etc.) using Pen-and-Paper Personal Interviews (PAPI), Computer-Assisted Personal Interview (CAPI), Computer-Assisted Web Interviewing (CAWI), etc.	16	1	CTCO-NCS-AFCD	PSA-SS2-212-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists the technical lead person in the development of the sampling design and frame for household-based surveys, agriculture and fisheries surveys and industry/establishment-based surveys - Assists in the maintenance and updating of sampling frame including assistance in the development of geospatial database for sampling frames and the review of generated list of samples	16	1	CTCO-NCS-CPCD	PSA-SS2-192-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the planning and development of the CPH including the design and review of the Census of Population and Housing (CPH) questionnaires and administrative forms and instructions manuals - Coordinates data processing activities for the CPH, including preparation of edit and table specifications and application of statistical quality control activities to ensure validity of census data, as well as prepares/writes analysis for publication of data and other forms of data dissemination	16	1	CTCO-NCS-PHCD	PSA-SS2-380-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Assist in the preparation of plans for the Census of Philippine Business and Industry (CPBI) including the design and preparation of the CPBI common and sectoral questionnaires and other administrative forms - Assists in the CPBI estimation and generation of tables by industry and by region, and prepares/writes analysis for publication and other forms of dissemination	16	1	CTCO-NCS-SICD	PSA-SS2-202-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Undertakes researches and preparatory activities on the adoption of international standards classifications such as conduct of comparative analysis of the existing National Standards Classification Systems versus the latest international revisions; - Assists in the preparation of strategies in action plan on the evaluation and review of the proposed National Standards Classification Systems.	16	1	CTCO-SS-SCD	PSA-SS2-268-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Undertakes researches and preparatory activities on the adoption of international standards classifications such as conduct of comparative analysis of the existing National Standards Classification Systems versus the latest international revisions; - Assists in the preparation of strategies in action plan on the evaluation and review of the proposed National Standards Classification Systems.	16	1	CTCO-SS-SCD	PSA-SS2-387-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assist in the over-all consultations and coordination with concerned agencies in the PSS through the subject matter inter agency on matters that need action from the PSA board through issuance of appropriate policies. - Assist in the implementation and monitoring of various coordination mechanisms (inter agency committees in statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns)	16	1	CTCO-SS-SPPD	PSA-SS2-393-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II -Assist in the over-all consultations and coordination with concerned agencies in the PSS through the subject matter inter-agency on matters that need action from the PSA board through issuance of appropriate policies. -Assist in the implementation and monitoring of various coordination mechanisms (inter-agency committees in statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns)	16	1	CTCO-SS-SPPD	PSA-SS2-204-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II -Assist in the over-all consultations and coordination with concerned agencies in the PSS through the subject matter inter-agency on matters that need action from the PSA board through issuance of appropriate policies. -Assist in the implementation and monitoring of various coordination mechanisms (inter-agency committees in statistics, collaboration with other government agencies on their data collection/production activities, partnership with development partners, international community, private sector on statistical development activities and emerging concerns)	16	1	CTCO-SS-SPPD	PSA-SS2-395-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Provides recommendations leading to the update, amendment or revision of the statistical standards and assists in the conduct of researches on improvement of these statistical standards; -Undertakes researches on various statistical frameworks recommended for international, national and regional compilation including the coverage and scope and the concepts and definitions used to ensure comparability of data.	16	1	CTCO-SS-SSD	PSA-SS2-490-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the accomplishment of questionnaires, data requests and requests for comments from international bodies and National Statistical Institutes; - Assists in the conduct of ICU-led events.	16	1	ONS-ICU	PSA-SS2-77-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat




PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Prepares periodic reports on progress of project activities and accomplishments of divisions/services, translates liberal information to numerical information and vice-versa.	16	1	ONS-PMS	PSA-SS2-78-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Conducts methodological and analytical studies for improvement of statistical processes. - Prepares Dissemination materials to present key findings of conducted research studies, and training/workshop materials for the transfer of knowledge on new methodologies/procedures for implementation	16	1	ONS-SMU	PSA-SS2-74-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter - Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researcher and conducts statistical analyses and report of the data	16	1	SSO-ESSS-SSD	PSA-SS2-492-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter - Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts statistical analyses and report of the data	16	1	SSO-ESSS-SSD	PSA-SS2-494-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of agricultural accounts, indicators and socio-economic statistics related to agriculture and fishery sector - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-AAD	PSA-SS2-326-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of agricultural accounts, indicators and socio-economic statistics related to agriculture and fishery sector - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-AAD	PSA-SS2-327-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-EAD	PSA-SS2-271-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-EAD	PSA-SS2-273-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned resource/sector and/or subject matter of environmental accounts and environment statistics and other related indicators - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-ENRAD	PSA-SS2-310-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-PAD	PSA-SS2-80-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Compiles, consolidates, generates, updates and analyzes the estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	16	1	SSO-MAS-PAD	PSA-SS2-82-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on labor standards and labor relations; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in supervising the conduct of survey field operations on Occupational Wages Survey and Integrated Survey on Labor & Employment	16	1	SSO-SSSS-LSRSD	PSA-SS2-297-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators related to the Sustainable Development Goals (SDGs) - Assist in the coordination of the activities and deliverables related to the monitoring of SDG indicators	16	1	SSO-SSSS-PHDSD	PSA-SS2-345-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on Philippine Development, governance, peace, security, justice, social protection and other related sectors - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division	16	1	SSO-SSSS-SDSD	PSA-SS2-89-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on Philippine Development, governance, peace, security, justice, social protection and other related sectors - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division	16	1	SSO-SSSS-SDSD	PSA-SS2-348-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology and other related courses	With at least 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)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer IV - Prepares lectures, hand-outs for in-service trainings and acts as lecturer/trainer during in-service training, seminars & statistical operations; - Assists the Chief Administrative in the variety of Personnel functions primarily on the processing of promotional and original appointment papers of varied nature in Central & Field Offices.	15	1	CRCO-FAS-HRD	PSA-ADO4-544-2015	Bachelor's Degree relevant to the job	With at least 1 years of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer II - Supervise the day to day operations of PSA of small outlet/unit; - Act as Vault Administrator at the PSA outlet.	14	1	CRCO-CRS-CRSD	PSA-REG02-70-2015	Bachelor's Degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

a

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Generation of Statistical Table for data request; - Preparation of various statistical reports.	13	1	CRCO-CRS-VSD	PSA-SS1-160-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design - Generates list of samples for household-based surveys, and agriculture and fisheries surveys and assists in the development of geospatial database for sampling frames	13	1	CTCO-NCS-CPCD	PSA-SS1-99-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Prepares necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design - Generates list of samples for household-based surveys, and agriculture and fisheries surveys and assists in the development of geospatial database for sampling frames	13	1	CTCO-NCS-CPCD	PSA-SS1-89-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Prepares necessary inputs (operation workflows, documentation reports, etc.) in the planning and development of the CPH and the questionnaires and other forms and instructions manuals for use in gathering and reporting census data - Compiles, analyzes, interprets data from the CPH based on established statistical methods and prepares statistical charts, graphs and other infographics for public presentation	13	1	CTCO-NCS-PHCD	PSA-SS1-112-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Reviews the Statistical Business register (SBR) and the List of Establishments (LE) Statistical tables for consistency and reasonableness of the distributions of Establishments by area and by characteristics and prepares Statistical charts, graphs and other Infographics for public presentation - Reviews and verifies the CPBI data to ensure completeness and consistency of entries prior to final estimation	13	1	CTCO-NCS-SICD	PSA-SS1-92-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Reviews the Statistical Business register (SBR) and the List of Establishments (LE) Statistical tables for consistency and reasonableness of the distributions of Establishments by area and by characteristics and prepares Statistical charts, graphs and other Infographics for public presentation - Reviews and verifies the CPBI data to ensure completeness and consistency of entries prior to final estimation	13	1	CTCO-NCS-SICD	PSA-SS1-97-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of Statistical Reports for Crops Survey - Processes and tabulates survey data on Crops Surveys	13	1	SSO-ESSS-CSD	PSA-SS1-124-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports - Processes and tabulates survey data on fisheries	13	1	SSO-ESSS-FSD	PSA-SS1-154-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Compiles, organizes, analyzes and maintains primary and secondary statistics and other relevant information on livestock and poultry - Prepares drafts of statistical reports	13	1	SSO-ESSS-LPSD	PSA-SS1-156-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Reviews and validates results of price reports on CPI and farm prices as to their reliability and consistency - Undertakes consultations on consistency and validity of price data and production by commodity group with the RSSO representatives during the conduct of national data review workshop for agricultural commodities - Organizes and updates databases on agricultural price statistics of the division	13	1	SSO-ESSS-PSD	PSA-SS1-119-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Reviews and validates results of price reports on CPI and farm prices as to their reliability and consistency - Undertakes consultations on consistency and validity of price data and production by commodity group with the RSSO representatives during the conduct of national data review workshop for agricultural commodities - Organizes and updates databases on agricultural price statistics of the division	13	1	SSO-ESSS-PSD	PSA-SS1-142-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Processes, validates and tabulates survey data - Assist in the preparation of statistical reports	13	1	SSO-ESSS-SSD	PSA-SS1-148-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Reviews the data collected and assists in the compilation, consolidation and updating of environmental accounts and environmental statistics and other related indicators - Provides technical and administrative inputs in the preparation of reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	13	1	SSO-MAS-ENRAD	PSA-SS1-115-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Reviews the data collected and assists in the compilation, consolidation and updating of environmental accounts and environmental statistics and other related indicators - Provides technical and administrative inputs in the preparation of reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	13	1	SSO-MAS-ENRAD	PSA-SS1-155-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Reviews the data collected and assists in the compilation, consolidation and updating of national and regional accounts and other related accounts and indicators - Provides technical and administrative inputs in the preparation of reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division	13	1	SSO-MAS-PAD	PSA-SS1-83-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assist in the preparation of statistical reports/articles, memoranda, letters and other official documents related to labor & employment, LabStat reports, and other outputs of the division; - Processes and tabulates survey/admin-based data; - Prepares survey instruments/ materials for statistical activities	13	1	SSO-SSSS-EDSD	PSA-SS1-95-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assist in the preparation of statistical reports/articles, memoranda, letters and other official documents related to labor & employment, LabStat reports, and other outputs of the division; - Processes and tabulates survey/admin-based data; - Prepares survey instruments/ materials for statistical activities	13	1	SSO-SSSS-EDSD	PSA-SS1-90-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, letters and other official documents related to income & expenditure, labor, & employment; Overseas Filipino Workers, and related concerns of the division; - Processes and tabulates survey results; - Prepare survey instruments/ materials for statistical activities	13	1	SSO-SSSS-IESO	PSA-SS1-122-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of statistical reports/articles, memoranda, letters and other official documents related to income & expenditure, labor, & employment; Overseas Filipino Workers, and related concerns of the division; - Processes and tabulates survey results; - Prepare survey instruments/ materials for statistical activities	13	1	SSO-SSSS-IESO	PSA-SS1-138-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year 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)	With at least 8 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst I - Assists in performing data integrity checks, designing databases, creating Extra, Transform and Load (ETL) scripts and processes for data transactions, enhancing existing ETL processes, writing supporting documentation and implementation production procedures. - Assists in the implementation, improvement, and maintenance of database archival systems, backup strategies and including strategies for security and high availability of database systems.	12	1	CTCO-ITDS-RDMD	PSA-INFO5A1-90-2015	Bachelor's degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses.
Information Systems Analyst I - Assists in performing data integrity checks, designing databases, creating Extra, Transform and Load (ETL) scripts and processes for data transactions, enhancing existing ETL processes, writing supporting documentation and implementation production procedures. - Assists in the implementation, improvement, and maintenance of database archival systems, backup strategies and including strategies for security and high availability of database systems.	12	1	CTCO-ITDS-RDMD	PSA-INFO5A1-91-2015	Bachelor's degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses.

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Information Systems Analyst I - Monitor, maintain and manage PSA ICT managed service; - Troubleshooting and repair of ICT hardware and software problems.	12	1	CTCO-ITDS-SO1D	PSA-INFOSA1-84-2015	Bachelor's degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst I - Monitor, maintain and manage PSA ICT managed service; - Troubleshooting and repair of ICT hardware and software problems.	12	1	CTCO-ITDS-SO1D	PSA-INFOSA1-85-2015	Bachelor's degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Information Systems Analyst I - Coordinates with the Information Systems Analyst II regarding the conduct of quality assurance for information systems and outsourced software. - Executes test plans and scripts for the quality assurance of information systems and outsourced software. - Assists in the preparation of all required documentation and reports of the quality assurance processes.	12	1	CTCO-ITDS-SQAD	PSA-INFOSA1-87-2015	Bachelor's degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat; Preferably Bachelor's degree in Information Technology and other related courses
Administrative Assistant V - Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, etc.) and screens all incoming routine papers requiring signature of the DNS (for proper endorsement, certification and attachments); - Keeps calendar of appointments of the DNS and prepares documents for international and domestic travels of the DNS.	11	1	CRCSO-ODNS	PSA-ADASS-6-2015	Completion of 2 years studies in college	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant V - Receives and keeps log of all incoming/outgoing messages (phone, mail, fax, ect.) and screens all incoming routine papers requiring signature of the DNS (for proper endorsement, certification and attachments); - Keeps calendar of appointments of the DNS and prepares documents for international and domestic travels of the DNS.	11	1	CTCO-ODNS	PSA-ADASS-7-2015	Completion of 2 years studies in college	With at least 2 years of relevant experience	With at least 8 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst -Attend to administrative and logistics requirements for the dissemination of PSDP communication plan and conduct of advocacy workshops (venue, sending/follow-up of invites, etc. -Prepares special tables, estimates and reports in accordance with general instructions to serve as basis for action to be taken concerning the programming of resources in the evaluation of proposed budgets for statistical activities and projects.	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	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the organization, updating and maintenance of statistical databases for crops (Fruits, vegetables and rootcrops, non-food and industrial crops, cereals) - Monitors the submission of field reports (CrPS - Fruits, Vegetables and rootcrops, Non-Food and Industrial Crops)	11	1	SSO-ESSS-CSD	PSA-SA-194-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the organization, updating and maintenance of statistical databases for crops (Fruits, vegetables and rootcrops, non-food and industrial crops, cereals) - Monitors the submission of field reports (CrPS - Fruits, Vegetables and rootcrops, Non-Food and Industrial Crops)	11	1	SSO-ESSS-CSD	PSA-SA-195-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Assists in the organization, updating and maintenance of statistical databases for crops (Fruits, vegetables and rootcrops, non-food and industrial crops, cereals) - Monitors the submission of field reports (CrPS - Fruits, Vegetables and rootcrops, Non-Food and Industrial Crops)	11	1	SSO-ESS5-CSD	PSA-SA-196-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the organization, updating and maintenance of statistical databases for crops (Fruits, vegetables and rootcrops, non-food and industrial crops, cereals) - Monitors the submission of field reports (CrPS - Fruits, Vegetables and rootcrops, Non-Food and Industrial Crops)	11	1	SSO-ESS5-CSD	PSA-SA-264-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects and compiles statistical data - Assist in the preparation of statistical reports	11	1	SSO-ESS5-LPSD	PSA-SA-189-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - 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-EAD	PSA-SA-260-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - 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-EAD	PSA-SA-261-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the assigned sector and/or subject matter of national and regional accounts and other related accounts and indicators - 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-ENRAD	PSA-SA-359-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the national and regional accounts and other related accounts and indicators. - 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-INTEGAD	PSA-SA-247-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the appropriate frameworks for satellite accounts - 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	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assist in processing, including checking completeness and consistency of data related to income & expenditure, labor & employment, Overseas Filipino Workers, and related concerns of the division - Maintains the statistical data files of the unit/division - Assists in the preparation of statistical reports	11	1	SSO-SSSS-IESD	PSA-SA-183-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Gathers information as inputs for the preparation of reports - Assists in processing survey data/admin-based data including checking completeness and consistency	11	1	SSO-SSSS-PHDSO	PSA-SA-416-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Collects and compiles statistical data/indicators on Philippine Development, governance, peace, security, justice, social protection and other related sectors - Maintains the statistical data files of the unit/division - Gathers information as inputs for the preparation of statistical reports	11	1	SSO-SSSS-SO5D	PSA-SA-407-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Checks/Examines paper attached in vouchers, payrolls, purchase orders, job orders and other related documents to ascertain that the documents are in conformity with existing policies and in accordance with the accounting and auditing rules and regulations; - Monitors the timely submission of Reports of Collections and Deposits to the Central Office.	9	1	CRCSO-FAS-AD	PSA-ADAS3-70-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Serves as an overall focal person between Office of the AMS and the divisions of MAS - Provides administrative support to the Office of the AMS - Maintains efficient filing system of administrative documents - Performs Raison functions	9	1	SSO-MAS-OANS	PSA-ADAS3-3-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant II - Act as Care Officer/Visit Administrator at the PSA Outlet; - Perform administrative work to support major operations.	8	1	CRCSO-CRS-CRSD	PSA-ADAS2-68-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant II - Drafts/Types communication; - Maintains records, reports and other pertinent documents.	8	1	CRCSO-FAS-GSD	PSA-ADAS2-141-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Assistant II - Keeps and maintains all files (memoranda, correspondence, reports). - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff. - Screens all incoming routine papers requiring signature of the division chief (for proper endorsement, certification and attachments)	8	1	CTCD-ITDS-SQAO	PSA-ADAS1-57-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Receipts and controls queries concerning civil registry documents; - Compiles and files office correspondence, letters, endorsements, circulars, office orders and other reference materials. - Assists clients for their queries concerning civil registry documents	6	1	CRCSD-CRS-CRMD	PSA-ADA6-60-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Receipts and controls queries concerning civil registry documents; - Compiles and files office correspondence, letters, endorsements, circulars, office orders and other reference materials. - Assists clients for their queries concerning civil registry documents	6	1	CRCSD-CRS-CRMD	PSA-ADA6-64-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Handles the incoming and outgoing communications, RS, PRs, liquidation, and annual procurement; - Assists in the preparation of request for supplies, materials and coordinates the delivery to the different Metro Manila Service Outlets/Units; - Collects all documents and communications from different units and delivers to other concerned units or archives.	6	1	CRCSD-CRS-CRSD	PSA-ADA6-51-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI - Attends to job order request for electrical and maintenance; - Maintains one unit Generator set located at PSA complex and premises.	6	1	CRCSD-FAS-GSD	PSA-ADA6-223-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 05 OCTOBER 2018

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Aide VI - Provides administrative support to the division - Takes charge in safekeeping and maintenance of personnel records - Monitors and manages supplies and equipment of the division	6	1	SSO-SSSS-SDSD	PSA-ADAE-29-2015	Completion of 2 years studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistician Aide - Assists in proofreading of statistical tables generated from the statistical activities; - Provides administrative support to the division	4	1	SSO-SSSS-EOSD	PSA-STAT-40-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistician Aide - Assists in proofreading of statistical tables generated from the statistical activities; - Provides administrative support to the division	4	1	SSO-SSSS-PSD	PSA-STAT-24-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat