

**PHILIPPINE STATISTICS AUTHORITY
CEBU PROVINCIAL STATISTICAL OFFICE**

**LIST OF VACANT OFFICE-BASED POSITIONS
(UNDER CONTRACT OF SERVICE WORKERS FOR THE 2022 CAF)**

POSTING/FILING PERIOD: 01 June 2023 to 15 June 2023

No.	POSITION TITLE (with major tasks/functions)	SG	DAILY WAGE	NO. OF VACA NCIES	PLACE OF ASSIGNM ENT	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
1	INFORMATION SYSTEMS ANALYST I (ISA I) <ul style="list-style-type: none"> - Assists the PSO Focal Person/Assistant Statistician in setting up the data processing center, equipment, network, and software installation in the tablets, laptops, and desktops; - Monitors and maintains accessibility of network. Troubleshoots server hardware problems, and repair IT equipment and network, if necessary; - Perform other tasks assigned by the Immediate Supervisor. 	12	Php 1,591.00	1	RSSO 07- Cebu	-Graduate of Bachelor's Degree in Computer Science, Information Technology, or any IT-related courses	None required	None required	None required	<ul style="list-style-type: none"> -Preferably fully vaccinated (or received at least two doses of Covid -19 vaccine); - Physically fit; - Excellent organizational skills, with the ability to handle multiple assignments, prioritize, and ensure that all deadlines are met; - Willing to work on Saturdays, Sundays, and/or holidays; and -with no existing work contract with other offices /agencies - Must know how to troubleshoot computer hardware and software - Has experience in cloud/network and system administration and support services
2	ASSISTANT STATISTICIAN (AS) <ul style="list-style-type: none"> - Assists in coordination with local government agencies, civil society organizations, and local executives in his/her assigned area; - Assists in coordination and information campaign with government agencies/institutions and private organizations, e.g., distributes the 2022 CAF primers and posting of 2022 CAF posters in strategic places; - Perform other tasks assigned by the Immediate Supervisor. 	9	Php 1,153.00	1	RSSO 07- Cebu	-Must be a college graduate	Preferably with 4 hours to 8 hours	None required	None required	<ul style="list-style-type: none"> -Computer literate, with knowledge in word processor, spreadsheet software and encoding; -Preferably with basic knowledge in statistics, mathematics, agriculture, or fisheries -Must have a good technical writing skills and coordination skills; - Excellent organizational skills, with the ability to handle multiple assignments, prioritize, and ensure that all deadlines are met; -Preferably fully vaccinated (or received at least two doses of Covid -19 vaccine); -Physically fit; -With good moral character; -Willing to work beyond office hours, if necessary; and -With no existing work contract with other offices /agencies.

**PHILIPPINE STATISTICS AUTHORITY
SIQUIJOR PROVINCIAL STATISTICAL OFFICE
LIST OF VACANT OFFICE-BASED AND FIELD CENSUS PERSONNEL POSITIONS
(UNDER CONTRACT OF SERVICE WORKERS FOR THE 2022 CAF)**

POSTING/FILING PERIOD: 01 June 2023 to 15 June 2023

No.	POSITION TITLE (with major tasks/functions)	SG	DAILY WAGE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
3	<p>PSO CLERK</p> <ul style="list-style-type: none"> - Attends the Second Level of Training on Data Collection and Data Processing to gain understanding of the various concepts, definitions, instructions, and the duties and responsibilities of each census personnel, as discussed in the EN's Manual; - Assists the Assistant Statistician in receiving, controlling, and checking the completeness of the questionnaires, forms, maps, and other census materials submitted using CAF Form 18; - Perform other tasks assigned by the Immediate Supervisor. 	4	Php 851.00	1	RSSO 07-Cebu	-Must be a college graduate	None required	None required	None required	<ul style="list-style-type: none"> -Must have basic knowledge in accounting; -Computer literate, with knowledge in word processor, spreadsheet software and encoding; -Preferably fully vaccinated (or received at least two doses of Covid -19 vaccine); -Physically fit; -With good moral character; -Willing to work beyond office hours, if necessary; and -With no existing work contract with other offices /agencies.
4	<p>ACCOUNTING CLERK</p> <ul style="list-style-type: none"> - Assists the PSO Focal Person in preparation of materials/supplies for the conduct of Third Level Training on Data Collection, and serve as secretariat; - Prepares financial reports such as: (1) Disbursements Vouchers (DV) for various money claims, (2) Payroll for hired personnel, (3) Pay envelopes; - Perform other tasks assigned by the Immediate Supervisor. 	4	Php 851.00	1	RSSO 07-Cebu	-Must be a college graduate	None required	None required	None required	<ul style="list-style-type: none"> -Computer literate, with knowledge in word processor, spreadsheet software and encoding; -Preferably fully vaccinated (or received at least two doses of Covid -19 vaccine); -Physically fit; -With good moral character; -Willing to work beyond office hours, if necessary; and -With no existing work contract with other offices /agencies.

Nothing Follows