

**PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICES OFFICE - VII
SIQUIJOR 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 13 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	
1	<p>INFORMATION SYSTEMS ANALYST I (ISA I)</p> <p>-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; -Perform other census-related duties that may be assigned from time to time by the Supervisors.</p>	12	Php 1,591.00	1	RSSO 07- Siquijor	-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	<p>ASSISTANT STATISTICIAN (AS)</p> <p>-shall oversee, supervise and monitor the overall performance of the entire census team of CAS, ACAS, TSs, ENs, PSO Clerk, Accounting Clerk, Data Processors (Manual and Machine), Data Verifiers, Data Processing Supervisors, and ISA I; -Perform other census-related duties that may be assigned from time to time by the Supervisors.</p>	9	Php 1,153.00	1	RSSO 07- Siquijor	-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
REGIONAL STATISTICAL SERVICES OFFICE - VII
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 13 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>ACCOUNTING CLERK</p> <ul style="list-style-type: none"> - Prepares financial reports such as: (1) Disbursements Vouchers (DV) for various money claims, (2) Payroll for hired personnel, (3) Pay envelopes; - Assists the Disbursing Officer in the release of payments to hired personnel; -Perform other census-related duties that may be assigned from time to time by the Supervisors. 	4	Php 851.00	1	RSSO 07- Siquijor	-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>PSO CLERK</p> <ul style="list-style-type: none"> -Assists the PSO Focal Person/ Assistant Statistician/CAS/ ACAS in the preparation and distribution of enumeration materials to TSs and ENs before the start of data collection; -Assists the PSO 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 census-related duties that may be assigned from time to time by the Supervisors. 	4	Php 851.00	1	RSSO 07- Siquijor	-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