

**PHILIPPINE STATISTICS AUTHORITY**  
**List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)**  
(Under Contract of Services Worker)

| Position Title  | SG | Per day    | No. of Vacancies | Place of Assignment | Qualification Standards                     |               |               |   |  | Remarks |
|---|----|------------|------------------|---------------------|---|---------------|---------------|---|--|---------|
|   |    |            |                  |                     | Education                                   | Experience    | Training      | Eligibility   |  |         |
| <b>Birth Registration Agents</b>  |    |            |                  |                     |   |               |               |   |  |         |
| <b>Main Function:</b><br>a. Attend the orientation, training, and other capacity building for the PhilID Registration Assistance Project<br>b. Upon the direction of his/her immediate supervisor, coordinate the conduct of mobile registration and other civil registration activities with the assigned Local Civil Registry Offices;<br>c. Report to the assigned Local Civil Registry Offices through the City/Municipal Civil Registrars as the designated Birth Registration Agent<br>d. Interview applicants for the delayed registration of births;<br>e. Prepare the four (4) copies of the Certificate of Live Birth (COLB) and ensure that all entries are complete and correct with the supporting documents submitted by the applicant;<br>f. Facilitate the out-of-town processing of births;<br>g. Ensure proper receipt and control of all civil registry documents for registration under the PhilID Registration Assistance Project;<br>h. Submit weekly and monthly accomplishment report to immediate supervisor;<br>i. Prepare and submit narrative report on the status of the project;<br>j. Enjoin cooperation and involvement of various agencies/relevant parties on activities related to the Project;<br>k. Act as Focal Person for the PhilID Registration Assistance Project in the region/province;<br>l. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration; and<br>m. Perform other tasks assigned by the Immediate Supervisor and the Project Director. | 8  | 995.50/day | 1                | RSSO 07-CRASD       | Completion of 2 years of studies in college | 0             | None Required | Preferably with CS Professional / First Level Eligibility | Preferably with Atleast 6 months supervisory experience on Registration Matters<br><br>With basic knowledge in Civil Registration in PSA or LGU<br><br>With Coordination experience                            |         |
| <b>Birth Registration Agents</b>  |    |            |                  |                     |   |               |               |   |  |         |
| <b>Main Function:</b><br>a. Attend the orientation, training, and other capacity building for the PhilID Registration Assistance Project<br>b. Upon the direction of his/her immediate supervisor, coordinate the conduct of mobile registration and other civil registration activities with the assigned Local Civil Registry Offices;<br>c. Report to the assigned Local Civil Registry Offices through the City/Municipal Civil Registrars as the designated Birth Registration Agent<br>d. Interview applicants for the delayed registration of births;<br>e. Prepare the four (4) copies of the Certificate of Live Birth (COLB) and ensure that all entries are complete and correct with the supporting documents submitted by the applicant;<br>f. Facilitate the out-of-town processing of births;  | 8  | 995.50/day | 1                | RSSO 07-BOHOL       | Completion of 2 years of studies            | None Required | None Required | Preferably with CS Professional                           | Preferably with Atleast 6 months supervisory experience on Registration Matters<br><br>With basic knowledge in Civil Registration in PSA or LGU<br><br>With PSA experience<br><br>With Coordination experience |         |

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| <p>g. Ensure proper receipt and control of all civil registry documents for registration under the PhilID Registration Assistance Project;</p> <p>h. Submit weekly and monthly accomplishment report to immediate supervisor;</p> <p>i. Prepare and submit narrative report on the status of the project;</p> <p>j. Enjoin cooperation and involvement of various agencies/relevant parties on activities related to the Project;</p> <p>k. Act as Focal Person for the PhilID Registration Assistance Project in the region/province;</p> <p>l. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration; and</p> <p>m. Perform other tasks assigned by the Immediate Supervisor and the Project Director.</p>   |   |            |   |              | in college                                  |               |               | / First Level Eligibility                                 |   |
| <b>Birth Registration Agents</b>   |   |            |   |              |   |               |               |   |   |
| <p><b>Main Function:</b></p> <p>a. Attend the orientation, training, and other capacity building for the PhilID Registration Assistance Project</p> <p>b. Upon the direction of his/her immediate supervisor, coordinate the conduct of mobile registration and other civil registration activities with the assigned Local Civil Registry Offices;</p> <p>c. Report to the assigned Local Civil Registry Offices through the City/Municipal Civil Registrars as the designated Birth Registration Agent</p> <p>d. Interview applicants for the delayed registration of births;</p> <p>e. Prepare the four (4) copies of the Certificate of Live Birth (COLB) and ensure that all entries are complete and correct with the supporting documents submitted by the applicant;</p> <p>f. Facilitate the out-of-town processing of births;</p> <p>g. Ensure proper receipt and control of all civil registry documents for registration under the PhilID Registration Assistance Project;</p> <p>h. Submit weekly and monthly accomplishment report to immediate supervisor;</p> <p>i. Prepare and submit narrative report on the status of the project;</p> <p>j. Enjoin cooperation and involvement of various agencies/relevant parties on activities related to the Project;</p> <p>k. Act as Focal Person for the PhilID Registration Assistance Project in the region/province;</p> <p>l. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration; and</p> <p>m. Perform other tasks assigned by the Immediate Supervisor and the Project Director.</p> | 8 | 995.50/day | 3 | RSSO 07-CEBU | Completion of 2 years of studies in college | None Required | None Required | Preferably with CS Professional / First Level Eligibility | <p>Preferably with Atleast 6 months supervisory experience on Registration Matters</p> <p>With basic knowledge in Civil Registration in PSA or LGU</p> <p>With PSA experience</p> <p>With Coordination experience</p> |
| <b>Birth Registration Agents</b>   |   |            |   |              |   |               |               |   |   |
| <p><b>Main Function:</b></p> <p>a. Attend the orientation, training, and other capacity building for the PhilID Registration Assistance Project</p> <p>b. Upon the direction of his/her immediate supervisor, coordinate the conduct of mobile registration and other civil registration activities with the assigned Local Civil Registry Offices;</p> <p>c. Report to the assigned Local Civil Registry Offices through the City/Municipal Civil Registrars as the designated Birth Registration Agent</p>   |   |            |   |              |   |               |               |   | <p>Preferably with Atleast 6 months supervisory experience on Registration Matters</p> <p>With basic knowledge in Civil Registration in PSA or LGU</p> <p>With PSA experience</p>                                     |

|  |   |            |   |                         |   |               |               |   |   |
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| <b>Birth Registration Agents</b>   |   |            |   |                         |   |               |               |   |   |
| <p><b>Main Function:</b></p> <p>a. Attend the orientation, training, and other capacity building for the PhilID Registration Assistance Project</p> <p>b. Upon the direction of his/her immediate supervisor, coordinate the conduct of mobile registration and other civil registration activities with the assigned Local Civil Registry Offices;</p> <p>c. Report to the assigned Local Civil Registry Offices through the City/Municipal Civil Registrars as the designated Birth Registration Agent</p> <p>d. Interview applicants for the delayed registration of births;</p> <p>e. Prepare the four (4) copies of the Certificate of Live Birth (COLB) and ensure that all entries are complete and correct with the supporting documents submitted by the applicant;</p> <p>f. Facilitate the out-of-town processing of births;</p> <p>g. Ensure proper receipt and control of all civil registry documents for registration under the PhilID Registration Assistance Project;</p> <p>h. Submit weekly and monthly accomplishment report to immediate supervisor;</p> <p>i. Prepare and submit narrative report on the status of the project;</p> <p>j. Enjoin cooperation and involvement of various agencies/relevant parties on activities related to the Project;</p> <p>k. Act as Focal Person for the PhilID Registration Assistance Project in the region/province;</p> <p>l. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration; and</p> <p>m. Perform other tasks assigned by the Immediate Supervisor and the Project Director.</p> | 8 | 995.50/day | 1 | RSSO 07-SIQUIJOR        | Completion of 2 years of studies in college | None Required | None Required | Preferably with CS Professional / First Level Eligibility | <p>Preferably with Atleast 6 months supervisory experience on Registration Matters</p> <p>With basic knowledge in Civil Registration in PSA or LGU</p> <p>With PSA experience</p> <p>With Coordination experience</p> |