PHILIPPINE STATISTICS AUTHORITY

List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office 7-Cebu Provincial Statistical Office

(Under Contract of Services Worker)

PHILSYS REGISTRATION TEAM

As of 08 September 2022

Posting Period: 08 to 14 September 2022

	Position Title	SG	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards				Remarks
						Education	Experience	Training	Eligibility	
1	**Registration Center Supervisor (PhilSys Registration Team)** - Reports directly to the PhilSys Focal Person; - Coordinates with the PRT for directives and submission of progress reports; - Oversees the team and the operations in the registration center; - Provides exceptional customer service to all the applicants; - Overrides biometrics exception of applicants; - Approves and transmits daily captured data; - Answers to queries and complaints of clients through letters, emails, phone or walk-in concerning registration process; - Cascades official communications to the registration team; - Manages assigned registration kits; - Conducts registration training and evaluation for the registration team; - Provides necessary reports and updates requested by the PSA; - Serves as a reliever in absence of the Screener; and - Performs other tasks that may be assigned by the supervisor/s.	SG- 9	₱1,113.24	5	Cebu Provincial Statistical Office	Bachelor's Degree relevant to the job	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Professional Eligibility/ Second Level Eligibility	

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2	**Registration Kit Operator (Data Encoder for PhilSys Registration Team)** -Serves as Data Capture Operator for registration centers, -Provides exceptional customer service to all the applicants - Captures Demographics and Biometrics data of applicants - Provides Daily Report of number of captured applicants to Supervisor - Keeps and manages assigned registration kits - Performs basic troubleshooting and reports technical issues to Supervisor - Maintains the defined operating standards as mandated by the PSA and ensures compliance to approved processess; and -Perform other tasks that may be assigned by the Supervisor	SG-7	₱976.08	17	Cebu Provincial Statistical Office	Bachelor's Degree relevant to the job	None Required	None Required	Preferably with CS Professional Eligibility/ Second Level Eligibility	
3	**Screener (PhilSys Registration Team)** -Serves as Screener for walk-in applications in the registration center; - Provides sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants; - Serves as a reliever in absence of the Data Encoder and Screener, and - Performs other tasks that may be assigned by the Registration Team Supervisor	SG-3	₱771.14	6	Cebu Provincial Statistical Office	Completion of 2 years studies in College	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Subprofessional Eligibility/ First Level Eligibility	

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4	Alternate (PhilSys Registration Team) -Attends to the maintenance and sanitation of Registration Center; - Performs sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants; - Serves as a reliever in absence of the Data Encoder and Screener, and - Performs other tasks that may be assigned by the Registration Team Supervisor	SG-3	₱771.14	6	Cebu Provincial Statistical Office	Completion of 2 years studies in College	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Subprofessional Eligibility/ First Level Eligibility	