

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 28 September 2022

Posting Period: 28 September- 03 October 2022

	Position Title	SG	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
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	8	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	

2	<p>Registration Kit Operator (Data Encoder for PhilSys Registration Team)</p> <ul style="list-style-type: none"> -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 processes; and -Perform other tasks that may be assigned by the Supervisor 	SG-7	₱976.08	37	Cebu Provincial Statistical Office	Bachelor's Degree relevant to the job	None Required	None Required	Preferably with CS Professional Eligibility/ Second Level Eligibility
3	<p>Screener (PhilSys Registration Team)</p> <ul style="list-style-type: none"> -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	8	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
4	<p>Alternate (PhilSys Registration Team)</p> <ul style="list-style-type: none"> -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	8	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