

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

REPOSTED

	Position Title	SG	Monthly Salary	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Assistant Statistician 1. Prepares worksheet formats for data compilation and summarization; computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas; 2. Assists statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report;	9	20,968.00	1	SOCD-PSA RSSO	Bachelor's Degree relevant to the job	None required	None required	Preferably with CS Professional/Second Level Eligibility	
2	Administrative Assistant III 1. Assist the HRO in the preparation of HR reports, plans and requirements; 2. Screens all incoming routine papers requiring signature of the division chief (for proper endorsement, certification and attachments); 3. Assist as the requisitioning officer for the division and takes charge of the supplies 4. Keeps and maintains all files (memoranda, correspondence, reports); 5. Performs other tasks that may be assigned by supervisor/s	9	20,968.00	1	CRASD-PSA RSSO	Bachelor's Degree relevant to the job	None required	None required	Preferably with CS Professional/Second Level Eligibility	
3	Administrative Aide II (Utility) 1. Provides cleaning/janitorial services to the office 2. Notify managers/supervisors concerning the need for major repairs or additions in the building 3. Arranges venue for training/workshops/seminars 4. Do messengerial activities with other offices and establishments as maybe assigned by the immediate supervisor/employee	2	13,440.00	1	PSA RSSO	High School Graduate	None required	None required	None required (Per CSC MC 11, s. 1996 revised MC No. 10, s. 2013 under Category III)	