

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS - Contract of Service Worker  
PHILSYS REGISTRATION TEAM  
As of 29 August 2020

Posting Period: (29 August to 07 September 2020) Extended up to 15 September 2020

NO.	POSITION TITLE	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
		TOTAL	1393								
1	<b>Registration Officer II (Supervisor for PhilSys Registration Team)</b>  - 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 PSA; - Serves as a reliever in absence of Administrative Assistant III (Screener); and - Performs other tasks that may be assigned by the supervisor/s.	14	43 35 46  62 76  19 47 60 40 39 18  20 0 0 0 2	RSSO 01 Ilocos Sur La Union Pangasinan  RSSO 02 Cagayan Isabela  RSSO 03 Bataan Bulacan Nueva Ecija Pampanga Tarlac Zambales  RSSO 04A Batangas Cavite Laguna Quezon Rizal	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	Php26,494.00	Php5,298.80	

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
				RSSO 05							
			41	Albay							
			62	Camarines Sur							
			24	Masbate							
				RSSO 06							
			29	Antique							
			33	Capiz							
			91	Iloilo							
			117	Negros Occidental							
				RSSO 07							
			58	Bohol							
			115	Cebu							
			63	Negros Oriental							
				RSSO 08							
			80	Leyte							
				RSSO 11							
			42	Davao Del Norte							
			71	Davao Del Sur							
			37	Compostela Valley							
			16	Davao Occidental							

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			7	RSSO BARM Tawi-Tawi							
		TOTAL	4201								
2	<b>Registration Officer I (Data Encoder for PhilSys Registration Team)</b>  - 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.	10		NCR NCR I NCR IV  RSSO 01 Ilocos Sur La Union Pangasinan  RSSO 02 Cagayan Isabela  RSSO 03 Bataan Bulacan Nueva Ecija Pampanga Tarlac Zambales	Bachelor's degree relevant to the job	None Required	None Required	Preferably with CS Professional / Second Level Eligibility	Php18,718.00	Php3,743.60	

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			0	RSSO 04A Batangas							
			0	Cavite							
			0	Laguna							
			0	Quezon							
			0	Rizal							
				RSSO 05							
			128	Albay							
			193	Camarines Sur							
			69	Masbate							
				RSSO 06							
			94	Antique							
			114	Capiz							
			301	Iloilo							
			381	Negros Occidental							
				RSSO 07							
			181	Bohol							
			363	Cebu							
			197	Negros Oriental							
				RSSO 08							
			256	Leyte							

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
			143	RSSO 11 Davao Del Norte							
			235	Davao Del Sur							
			117	Compostela Valley							
			54	Davao Occidental							
			15	RSSO BARM Tawi-Tawi							
		TOTAL	<b>1454</b>								
3	<b>Administrative Assistant III (Screener for PhilSys Registration Team)</b>  - Serves as Screener for walk-in applications in the registration center; - Provides exceptional customer service to all the applicants; - Screens and approves documentary requirements of walk-in-applicants; - Ensures that the applicants fill-out the registration form correctly; - Keeps and maintains all files (memoranda, correspondence, reports); - Entertains public queries and problems regarding the registration process; - Assists the PRT Supervisor in the preparation of administrative reports and communication; and - Performs other tasks that may be assigned by the Supervisor.	9	43	RSSO 01 Ilocos Sur	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 / First Level Eligibility	Php17,473.00	Php3,494.60	
		35	La Union								
		46	Pangasinan								
		62	RSSO 02 Cagayan								
		76	Isabela								
		19	RSSO 03 Bataan								
		51	Bulacan								
		60	Nueva Ecija								
		42	Pampanga								
		39	Tarlac								
		18	Zambales								

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				RSSO 04A							
			29	Batangas							
			6	Cavite							
			5	Laguna							
			17	Quezon							
			20	Rizal							
				RSSO 05							
			41	Albay							
			62	Camarines Sur							
			24	Masbate							
				RSSO 06							
			29	Antique							
			33	Capiz							
			91	Iloilo							
			117	Negros Occidenta							
				RSSO 07							
			58	Bohol							
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			42	RSSO 11 Davao Del Norte							
			71	Davao Del Sur							
			37	Compostela Valley							
			16	Davao Occidental							
			7	RSSO BARM Tawi-Tawi							
		TOTAL	1454								
4	<b>Administrative Assistant II (Alternate for PhilSys Registration Team)</b> - 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 Registration Officer I (Data encoder) and Screener; and - Performs other tasks that may be assigned by the Registration Team Supervisor.	8	43	RSSO 01 Ilocos Sur	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 / First Level Eligibility	Php16,282.00	Php3,256.40	
		35	La Union								
		46	Pangasinan								
		62	RSSO 02 Cagayan								
		76	Isabela								
		19	RSSO 03 Bataan								
		51	Bulacan								
		60	Nueva Ecija								
		42	Pampanga								

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			39	Tarlac							
			18	Zambales							
			29	RSSO 04A Batangas							
			6	Cavite							
			5	Laguna							
			17	Quezon							
			20	Rizal							
			41	RSSO 05 Albay							
			62	Camarines Sur							
			24	Masbate							
			29	RSSO 06 Antique							
			33	Capiz							
			91	Iloilo							
			117	Negros Occidental							
			58	RSSO 07 Bohol							
			115	Cebu							
			63	Negros Oriental							
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			71	Davao Del Sur							
			37	Compostela Valley							
			16	Davao Occidental							
			7	RSSO BARM Tawi-Tawi							