

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE  
POSTING PERIOD **13 DEC 2022** TO **28 DEC 2022**

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
	<b>TOTAL</b>		<b>20</b>							
1	<b>Chief Statistical Specialist</b> - Formulates and reviews proposed guidelines and criteria; - Plans, coordinates, and reviews prepared technical reports, memoranda, directive, and other official papers, assesses the applicability to local requirements/developments in statistical theory and techniques; - Analyzes the validity, comparability, and adequacy of current standard classification systems and evaluate the conclusion drawn from the data to serve as basis for further action and policy decisions; and - Reviews and evaluates the country's response to international surveys on statistical classifications and other similar request by the international organization.	24	1	CTCO-SS-SCD	PSA-CSTATS-118-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	Five (5) years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	Forty (40) hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	Career Service (Professional)/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	<b>Information Technology Officer II</b> - Coordinates with the Bangko Sentral ng Pilipinas (BSP) on the production of blank Phil IDs; - Supervises and coordinates activities related to personalization, printing, and quality inspection of PhilID cards; - Evaluates existing ID features and production process and prepares recommendations for their improvement based on latest developments in technology and data privacy and security standards; and - Manages and oversees the issuance and distribution of the Phil ID to Filipino Citizens and resident aliens.	22	1	PRO-ROS-IDPMD	PSA-ITO2-14-2019	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	<b>Supervising Statistical Specialist</b> - Assists in planning, organizing, directing, coordinating and controlling programs, policies, standards, guidelines, and systems relative to the conduct of statistical activities on the production accounts of the Philippine System of National Accounts (PSNA); - Reviews and endorses to the Chief Statistical Specialist reports on statistical activities and outputs of the division; - Monitors the activities and deliverables of the division and makes recommendations for improvement; and - Represents the organization in regional/national/international meetings, committees and conferences when so directed by the head of office.	22	1	SSO-MAS-IAD	PSA-SVSTATS-156-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Four (4) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
4	<b>Attorney III</b> - Reviews contract, Memorandum of Agreement/Understanding, and Memorandum Circular; and - Acts as prosecutor in administrative cases.	21	1	ONS-LS	PSA-ATY3-174-2021	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (Attorney)	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat



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5	<b>Information Technology Officer I</b>  - Develops and formulates standards and procedures for monitoring of compliance of PSA and its stakeholders to the existing security rules and regulations as well as relevant issues and report any violation to the management;  - Monitors system and device compliance, filling of policies, security protocols, incident reports, data breach investigation, security reports, manpower access, and e-signatures;  - Determines possible security lapses in the existing security protocols on cryptographic matters and classified matters in electronic form;  - Assists in the determination of the most appropriate means in accomplishing the delivery of classified message in accordance with the specified precedence and security requirements;  - Coordinates with regulatory agencies and PSA units on all aspects of data privacy and security of PSA and the relying parties; and  - Performs other duties and task that may further the interest of data privacy and security and uphold the rights of the data subject.	19	1	PRO-SISS-DCRPID	PSA-ITO1-56-2021	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
6	<b>Planning Officer III</b>  - Develops and updates plans and programs related to PhilSys;  - Facilitates the consolidation of PRO budget-related documents;  - Facilitates the conduct of PRO planning-related activities; and  - Performs such other official functions as may, from time to time, be assigned by the immediate supervisor.	18	1	PRO-PCMS-PPCD	PSA-PLO3-22-2019	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
7	<b>Information Systems Analyst II</b>  - Collaborates with the project team to design, develop, and implement information systems;  - Assists in the preparation of business requirements documentation such as Systems Analysis and Design, and User's Manual; and  - Conducts user training, performs fieldwork, and provides technical support as needed.	16	4	CTCO-ITDS-SDD	PSA-INFOSA2-62-2015 PSA-INFOSA2-65-2015 PSA-INFOSA2-68-2015 PSA-INFOSA2-70-2015	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
8	<b>Statistical Specialist II</b>  - Conducts methodological and analytical studies for improvement of statistical processes; and  - Prepares dissemination materials to present key findings of conducted research studies and training/workshop materials for the transfer of knowledge on new methodologies/procedures for implementation.	16	1	ONS-SMU	PSA-SS2-74-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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9	<b>Information Systems Analyst I</b>  - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document;  - Assists in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; and  - Prepares the detailed documentation of the programs/modules assigned.	12	5	CTCO-ITDS-SDD	PSA-INFOSA1-74-2015 PSA-INFOSA1-76-2015 PSA-INFOSA1-77-2015 PSA-INFOSA1-78-2015 PSA-INFOSA1-81-2015	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	<b>Information Systems Analyst I</b>  - Observes and monitors the production operations and equipment to ensure conformance to specification; and  - Identifies, segregates, and submits all nonconforming personalized cards for review.	12	1	PRO-ROS-IDPMD	PSA-INFOSA1-55-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
11	<b>Computer Maintenance Technologist I</b>  - Provides technical helpdesk support to the PhilSys implementation including technical support to field offices for the operations of registration client, network, and system operations; and  - Sets up, installs, configures, maintains, and repairs of PhilSys ICT equipment and peripheral devices.	11	1	PRO-SISS-ISMD	PSA-CTMT1-81-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	<b>Statistical Analyst</b>  - Collects, organizes, and reviews data for the generation of estimates of the national, regional and provincial accounts and other related accounts and indicators; and  - Preparation of statistical reports.	11	1	SSO-MAS-PAD	PSA-SA-86-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13	<b>Administrative Assistant II</b>  - Prepares and processess various money claims and remittances; and  - Checks and verifies accuracy of supporting document attached to disbursement voucher, payrolls, and other money claims.	8	1	CRCO-FAS-AD	PSA-ADAS2-150-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat