

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD 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	
TOTAL			17							
1	<p>Chief Statistical Specialist</p> <ul style="list-style-type: none"> - Coordinates and exercises control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data for immediate local need; - Monitors periodically all phases of operation in the area including the data of local applications and makes necessary recommendation for work improvement; - Plans pursuant to guidelines set and in coordination with other provincial agencies or local officials statistical programs as maybe needed to support projects of provincial application and recommend their integration to the over-all provincial scheme; and - Formulates a program of technical assistance to local agencies and offices taking into consideration special and specific needs of the province, its resources and potentials including the setting up of a statistical unit and training of its technical personnel that can undertake special studies for the particular agency office of the province. 	24	1	RSSO 03-TARLAC	PSA-CSTATS-187-2015	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	<p>Supervising Statistical Specialist</p> <ul style="list-style-type: none"> - Assists in planning, directing, and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; and - Assesses periodically all phases of operation in the province, ensures that established field techniques and procedures in data/document collection, compilation, and submission of questionnaires/documents are strictly implemented within the prescribed timetable. 	22	1	RSSO 01-ILOCOS SUR	PSA-SVSTATS-85-2015	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
3	<p>Supervising Statistical Specialist</p> <ul style="list-style-type: none"> - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration, CBMS, and PhilSys activities in the province; and - Assesses periodically all phases of operation in the province, ensures that established field techniques and procedures in data/document collection, compilation, and submission of questionnaires/documents are strictly implemented within the prescribed timetable. 	22	1	RSSO 03-AURORA	PSA-SVSTATS-125-2015	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	<p>Senior Statistical Specialist</p> <ul style="list-style-type: none"> - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him; and - Recommends and assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc. 	19	1	RSSO 01-SOCD	PSA-SRSTATS-178-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) 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)	Twenty-four (24) 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
5	<p>Statistical Specialist II</p> <ul style="list-style-type: none"> - Assists in the making of plans, develops, and directs a program of activities for the collection, analysis, and tabulation of data; and - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation, and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc. 	16	1	RSSO 04A-CAVITE	PSA-SS2-174-2015	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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
6	Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing, and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; and - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO 01-LA UNION	PSA-REGO2-119-2015	Bachelor's degree	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
7	Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing, and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars and application/renewal of Authority to Solemnize Marriage; - Evaluates and screen the completeness of CRASM and civil registry documents; - Ensures proper keeping and maintenance of civil registry documents and secure civil registry forms/security papers; - Prepares necessary reports or publications; and - Conducts trainings/acts as resource speaker and trainor during trainings in civil registration and initiates civil registration activities for the province.	14	1	RSSO 03-BULACAN	PSA-REGO2-157-2015	Bachelor's degree	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	Accountant I - Certifies availability of funds of all money claims in the concerned province; - Examines, verifies, and reviews purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations; - Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account; - Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and - Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.	12	1	RSSO 03-PAMPANGA	PSA-A1-107-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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9	Statistical Analyst - Helps institute efficient methods establishes production levels for the various types of work undertaken, and devises a system of work allocation to statistical assistants to insure equitable distribution of work among them within target periods; - Undertakes reserches on various subject matter including the concepts, definitions, classification system, and methodology used; - Undertakes researches by the subject matter fields on the types of data recommended for international, national, and regional compilation including the coverage and scope and the concepts and definitions used to insure comparability of data; - Assists in the computation of statistical measures and indices for data produced; - Prepares statistical tables/summary/analysis in preparation for publication/news updates and releases; - Assists in the computation of statistical measures and indices for data produced; and - Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office.	11	1	RSSO 02-NUEVA VIZCAYA	PSA-SA-204-2015	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
10	Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region/province.	11	1	RSSO 03-PAMPANGA	PSA-SA-367-2015	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
11	Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency, and completeness of entries; - Assists in the computation of statistical measures and indices for data produced; and - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO 06-NEGROS OCCIDENTAL	PSA-SA-433-2015	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
12	Administrative Officer I - Makes entries in cash book from collections and types the remittance advice; and - Assists in the civil registration and statistical activities of the Provincial Office.	10	1	RSSO 01-LA UNION	PSA-ADOF1-478-2015	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
13	Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death, and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the Local Civil Registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 02-CAGAYAN	PSA-REGO1-104-2015	Bachelor's degree	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

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14	Assistant Statistician - 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; and -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency, and validity of data.	9	1	RSSO 04A-SOCD	PSA-ASTAT-60-2015	Completion of two-year studies in college	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
15	Administrative Assistant II - Prepares liquidation of all cash advances, payrolls, and vouchers; - Prepare checks and advice of checks issues and cancelled; - Disburses wages and claims of JOWs and COSWs; - Releases checks to claimants; and - Prepares liquidation report submitted to COA and payment for different suppliers.	8	1	RSSO 03-BULACAN	PSA-ADAS2-111-2015	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 To be reassigned in RSSO 03-Aurora
16	Administrative Assistant II - Prepares required administrative reports; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; and - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material.	8	1	RSSO 13-AGUSAN DEL SUR	PSA-ADAS2-127-2015	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
17	Administrative Aide VI (Clerk III) - Receives, controls, and routes incoming communications and statistical questionnaires; - Assists in accounting and human resource concern; - Examines the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity; and - Assists in the computation of simple statistical measures by utilizing established formulas.	6	1	RSSO 06-NEGROS OCCIDENTAL	PSA-ADA6-106-2015	Completion of two-year studies in college	None required	None required	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