

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

	Position Title	SG	Daily Wages	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	<p>Administrative Aide VI</p> <p>Main Function:</p> <p>1. 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; for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report;</p> <p>2. Assists in the preparation of statistical tables and other devices;</p> <p>3. Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and.</p> <p>4. Assist with the monitoring of performance of each province.</p> <p>5. Assist with the preparation of RSC Quarterly Meetings</p> <p>6. Performs other tasks that may be assigned by supervisor/s.</p>	6	920.56	1	RSSO 07-SOCD	Bachelor's Degree	None required	None required	with at least CSC Subprofessional/ First Level Eligibility	Has Procurement Experience is an advantage
2	<p>Administrative Aide IV (DRIVER)</p> <p>Main Function:</p> <p>1.Maintenance of the assigned office vehicle: Refuel/Change Oil Check the oil, water and lubricants Cleaning of the outer and inner part of the vehicles.</p> <p>2.Pick-up/Transport PSA employees</p> <p>3.Perform other tasks assigned by immediate supervisor/s.</p>	4	817.80	1	RSSO 07-CRASD	High School Graduate or Bachelor's Degree	preferably with experience	None required	Professional Driver's License	