

PHILIPPINE STATISTICS AUTHORITY
Provincial Statistical Office
 (Under Contract of Services Worker)
PHILSYS REGISTRATION TEAM
 Posting Period: February 2023

Position Title	COMPARABLE SALARY GRADE	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards					Remarks
					Education	Experience	Training	Eligibility		
Administrative Clerk a. updates various monitoring sheets on a weekly basis; b. assists in the establishment of Registration Centers c. assists in the preparation of payroll, reimbursement, administrative reports and communications; d. updates daily accomplishment report at municipality level; e. assists in the conduct of hiring and recruitment of PhilSys personnel f. assists in the procurement of supplies, furnishings, and equipment to be used for PhilSys operations; and h. Performs other tasks and responsibilities that may be assigned by the PhilSys Supervisor.	SG-3	P770.45	3	PSA-PSO-Cebu	Completion of 2 years studies in College	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Professional Eligibility/ First Level Eligibility		