

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Bohol Provincial Statistical Office (PSA-Bohol)
(Under Contract of Service Worker)
PHILSYS REGISTRATION TEAM
As of 07 September 2022

Posting Period: 07 September - 13 September 2022

	Position Title	COMPARABLE SALARY GRADE	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Registration Center Supervisor (PhilSys Registration Team) - 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 the PSA; - Serves as a reliever in absence of the Screener; - Issuance of printable PhilID; and - Performs other tasks that may be assigned by the supervisor/s.	SG-9	P1,113.24	13	Bohol Provincial Statistical Office	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	
2	Registration Kit Operator (Data Encoder for PhilSys Registration Team) - 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; - Issuance of printable PhilID; and - Perform other tasks that may be assigned by the Supervisor	SG-7	P976.08	40	Bohol Provincial Statistical Office	Bachelor's Degree relevant to the job	None Required	None Required	Preferably with CS Professional Eligibility/ Second Level Eligibility	
3	Screener (PhilSys Registration Team) - Serves as Screener for walk-in applications in the registration center; - Provides 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 the Data Encoder and Screener; - Issuance of printable PhilID; and - Performs other tasks that may be assigned by the Registration Team Supervisor	SG-3	P771.14	13	Bohol Provincial Statistical Office	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 Eligibility/ First Level Eligibility	

4	Alternate (PhiSys Registration Team) - 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 the Data Encoder and Screener; - Issuance of printable PhilID; and - Performs other tasks that may be assigned by the Registration Team Supervisor	SG-3	P771.14	13	Bohol Provincial Statistical Office	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 Eligibility/ First Level Eligibility	
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