

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Cebu Provincial Statistical Office
(Under Contract of Services Worker)
PHILSYS REGISTRATION TEAM
Posting Period: 11-22 May 2023

	Position Title	COMPARABLE SALARY GRADE	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
	PhilSys Registration Team Step 3 ePhilID Delivery									
1	Registration Center Supervisor (PhilSys Registration Team) a. Attends the prescribed training set for the PhilSys Field Personnel; b. Assists the PSA Field Office in the conduct of trainings for ePhilID Personnel; c. Prepares forms for ePhilID mode 2 issuance; d. Coordinates with the barangays with respect to the delivery/distribution of the printed ePhilIDs; e. Complies with directives of the Provincial Focal Person and submits required administrative and monitoring reports on ePhilID issuance of the printed ePhilID; f. Supervises the performance of th ePhilID g. Cascades official communications to the ePhilID team; h. Acts as an ePhilID personnel in the event that the ePhilID Personnel is unavailable; and I. Performs other tasks that may be assigned by the Chief Statistical Specialist and/or Provincial Focal Person.	SG- 9	890.59	5	PSA-PSO-Cebu	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	ePhilID Personnel (PhilSys Registration Team) a. attends the prescribed training set for the PhilSys Field personnel; b. prints the generated PDF copies of ePhilID; c. validates the readability and consistency of stored information in the QR code with those on the ePhilID using PhilSys Check; d. delivers the printed ePhilIDs and return-to-sender PhilID Cards to the registered persons/authorized representatives; e. submits daily accomplishment reports to the ePhilID Supervisor; f. performs other tasks that may be assigned by the PhilSys Focal Person and/or ePhilID	SG-3	616.91	27	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 Subprofessional Eligibility/ First Level Eligibility	

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	PhilSys Registration Team Step 2 Registration									
1	Registration Kit Operator (Data Encoder for PhilSys Registration Team) a. Serves as Data Capture Operator for registration centers b. Provides exceptional customer service to all the c. Captures Demographics and Biometrics data of applicants d. Provides Daily Report of number of captured applicants to Supervisor e. Keeps and manages assigned registration kits f. Performs basic troubleshooting and reports technical issues to Supervisor g. Maintains the defined operating standards as mandated by the PSA and ensures compliance to approved processes; and h. Perform other tasks that may be assigned by the Supervisor	SG-7	780.86	4	PSA-PSO-Cebu	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	Screener (PhilSys Registration Team) a. Attends to the maintenance and sanitation of Registration Center; b. Performs sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants; c. Serves as a reliever in absence of the Data Encoder and Screener, and d. Performs other tasks that may be assigned by the Registration Team Supervisor	SG-3	616.91	14	PSA-PSO-Cebu	Bachelor's Degree relevant to the job	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Subprofessional Eligibility/ First Level Eligibility	