

PHILIPPINE STATISTICS AUTHORITY  
List of Vacant Positions for Philippine Statistics Authority-Siquijor Provincial Statistical Office (PSA-Siquijor)  
(Under Contract of Services Worker)  
PHILSYS REGISTRATION TEAM  
As of 29 September 2021  
Posting Period: 29 September - 12 October 2021

|   | Position Title  | COMPARABLE SALARY GRADE | Wages per day | No. of Vacancies | Place of Assignment                    | Qualification Standards               |   |  |   |         |
|---|---|-------------------------|---------------|------------------|--|---------------------------------------|---|--|---|---------|
|   |   |                         |               |                  |  | Education                             | Experience                                    | Training                                     | Eligibility   | Remarks |
| 1 | <p><b>PhilSys Focal Person</b></p> <ul style="list-style-type: none"> <li>- Oversees and manages the operations of registration centers within the province and provides recommendations to continuously improve the efficiency of operations;</li> <li>- Leads and oversees the overall management of feedback and grievances in the province and the establishment of the Provincial Grievance Committee in coordination with the Feedback and Grievance Division (FGD);</li> <li>- Resolves non-contentious, general feedback and grievances from registrants and the public in cooperation with frontliners/registration staff;</li> <li>- Ensures the proper escalation, timely resolution, and monitoring of process and project grievances (category 2 and 3) received in channels available in registration centers covered;</li> <li>- Coordinates closely with local project partners (e.g., deliver and co-location partners) to discuss and resolve non-contentious, process compliance, and project compliance grievances (category 1, 2, and 3);</li> <li>- Generates daily and weekly monitoring reports of feedback and grievances of operations within the province and submits to the FGD;</li> <li>- Ensures that all information materials and packages distributed by the Field Office to the public and local project partners are aligned with the program's key messages and has been cleared by the FGD, if necessary;</li> <li>- Ensure that all registration staff in the province are up-to-date on policies, key messages, and project information for consistency;</li> <li>- Coordinates closely the FGD on emerging issues and frequent concerns on operations in the province for possible fine-tuning of key messaging;</li> <li>- Leads the coordination with local government units and other project partners in promoting the PhilSys and sharing knowledge on relevant, technical components of the program (i.e., tokenization, use of PhilSys Card Number, use cases, etc.);</li> <li>- Assists the FGD in mobilizing field personnel in managing and addressing feedback and grievances received in the official Facebook page of PhilSys;</li> <li>- Translates information materials and packages, if necessary;</li> <li>- Provides recommendations to the FGD, Provincial Statistical Office, and PhilSys Registry Office Management based on observations, monitoring, and evaluation of feedback and grievances received;</li> <li>- Provides administrative support to PhilSys operations of the province; and</li> <li>- Performs other tasks as may be assigned by the immediate supervisor/Provincial Statistical Officer.</li> </ul> | SG-16                   | P1,443.86     | 1                | Siquijor 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 |         |

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| 2 | <b>Administrative Clerk</b><br>- Updates various monitoring sheets on a weekly basis;<br>- Assists in the establishment of Registration Centers;<br>- Assists in the preparation of payroll, reimbursement, administrative reports and communications;<br>- Updates daily accomplishment report at municipality level;<br>- Assists during conduct of training for PhilSys;<br>- Assists in the conduct of hiring and recruitment of PhilSys personnel;<br>- Assists in the procurement of supplies, furnishings, and equipment to be used for PhilSys operations; and<br>- Performs other tasks and responsibilities that may be assigned by the PhilSys Administrative Supervisor.  | SG-3                    | P541.55       | 1                | Siquijor 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 |          |
| 3 | <b>Registration Center Supervisor (PhilSys Registration Team)</b><br>- Reports directly to the PhilSys Focal Person;<br>- Coordinates with the PRT for directives and submission of progress reports;<br>- Oversees the team and the operations in the registration center;<br>- Provides exceptional customer service to all the applicants;<br>- Overrides biometrics exception of applicants;<br>- Approves and transmits daily captured data;<br>- Answers to queries and complaints of clients through letters, emails, phone or walk-in concerning registration process;<br>- Cascades official communications to the registration team;<br>- Manages assigned registration kits;<br>- Conducts registration training and evaluation for the registration team;<br>- Provides necessary reports and updates requested by the PSA;<br>- Serves as a reliever in absence of the Screener; and<br>- Performs other tasks that may be assigned by the supervisor/s. | SG-9                    | P794.23       | 1                | Siquijor 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 | Reliever |

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|   |  |                         |               |                  |  | Education                                | Experience                                    | Training                                     | Eligibility   | Remarks  |
| 4 | <p><b>Registration Kit Operator (Data Encoder for PhilSys Registration Team)</b></p> <p>Serves as Data Capture Operator for registration centers,<br/>           -Provides exceptional customer service to all the applicants<br/>           - Captures Demographics and Biometrics data of applicants<br/>           - Provides Daily Report of number of captured applicants to Supervisor<br/>           - Keeps and manages assigned registration kits<br/>           - Performs basic troubleshooting and reports technical issues to Supervisor<br/>           - Maintains the defined operating standards as mandated by the PSA and ensures compliance to approved processes; and<br/>           -Perform other tasks that may be assigned by the Supervisor</p> | SG-7                    | P693.36       | 3                | Siquijor Provincial Statistical Office | Bachelor's Degree relevant to the job    | None Required                                 | None Required                                | Preferably with CS Professional Eligibility/ Second Level Eligibility   | Reliever |
| 5 | <p><b>Screener (PhilSys Registration Team)</b></p> <p>-Serves as Screener for walk-in applications in the registration center;<br/>           - Provides sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants;<br/>           - Serves as a reliever in absence of the Data Encoder and Screener, and<br/>           - Performs other tasks that may be assigned by the Registration Team Supervisor</p>   | SG-3                    | P541.55       | 1                | Siquijor 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 | Reliever |
| 6 | <p><b>Alternate (PhilSys Registration Team)</b></p> <p>-Attends to the maintenance and sanitation of Registration Center;<br/>           - Performs sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants;<br/>           - Serves as a reliever in absence of the Data Encoder and Screener, and<br/>           - Performs other tasks that may be assigned by the Registration Team Supervisor</p>  | SG-3                    | P541.55       | 1                | Siquijor 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 | Reliever |