

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

	Position Title	SG	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	<p>PhiSys Focal Person</p> <p>1. Oversees and manages the operations of registration centers within the province and provides recommendations to continuously improve the efficiency of operations</p> <p>2. 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);</p> <p>3. Resolves non-contentious, general feedback and grievances from registrants and the public in cooperation with frontliners/registration staff;</p> <p>4. 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;</p>	16	2,080.90	1	PSA -Bohol Provincial Statistical Office	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 2 years demonstrated ability in data analysis and project management, data visualization, and has working knowledge in office software (e.g. spreadsheet, word processing and presentation) Preferably with relevant supervisory experience on management operations	With at least 16 hours training preferably on project management, leadership, computer, statistical methods, tools, processes and/or other related field	Preferably with at least CS Professional/ Second Level Eligibility	Experience in PhilSys Supervision is an advantage Preferably with knowledgeable on Social Media Preferably resident of the province where they are applying.
2	<p>Administrative Aide IV (Driver)</p> <p>1. Sees to it that the vehicle assigned is in top condition;</p> <p>2. Drives office vehicle whenever requested by officials and employees of the Office when attending meeting and official business;</p> <p>3. Maintains the cleanliness of the office vehicle;</p> <p>4. Pick-up/Transport PSA employees</p> <p>5. Pick-up/Transport documents</p> <p>6. Messenger Services</p> <p>7. Assist in cleaning the office and</p> <p>8. Performs other tasks that may be assigned by supervisor/s.</p>	4	817.80	1	PSA -Bohol Provincial Statistical Office	High School Graduate	at least 1 year of relevant experience	None required	Professional Driver's License (Per CSC MC 11, s. 1996 revised MC No. 10, s. 2013 under Category IV)	