

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: 26 October 2022 - 04 November 2022

	Position Title	COMPARABLE SALARY GRADE	Wages per day	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	<p><b>Information Systems Analyst</b></p> <p>a. provides technical support to PhilSys operations at the field;</p> <p>b. provides Data Collectors with user account and login credentials to the Step 1 Registration system</p> <p>c. ensures all incoming technical issues/concerns are addressed or escalated, when needed;</p> <p>d. monitors and operates the PhilSys System;</p> <p>e. provides Registration Kit Operators and Registration Center Supervisors with user account and login credentials to the Registration Client System;</p> <p>f. coordinates with the service provider regarding hardware problems;</p> <p>g. prepares incident reports for technical issues encountered during the registration; and</p> <p>h. Perform other duties that may be assigned by the Provincial Focal Person.</p>	SG-12	P1,505.89	1	PSA-RSSO 07-Cebu	Bachelor's Degree relevant to the job	None Required	None Required	Preferably with CS Professional Eligibility/ First Level Eligibility	
2	<p><b>Administrative Clerk</b></p> <p>a. updates various monitoring sheets on a weekly basis;</p> <p>b. assists in the establishment of Registration Centers</p> <p>c. assists in the preparation of payroll, reimbursement, administrative reports and communications;</p> <p>d. updates daily accomplishment report at municipality level;</p> <p>f. assists in the conduct of hiring and recruitment of PhilSys personnel</p> <p>g. assists in the procurement of supplies, furnishings, and equipment to be used for PhilSys operations; and</p> <p>h. Performs other tasks and responsibilities that may be assigned by the PhilSys Supervisor.</p>	SG-3	P770.45	1	PSA-RSSO 07-Cebu	Completion of 2 years studies in College	None Required	None Required	Preferably with CS Professional Eligibility/ First Level Eligibility	