

**PHILIPPINE STATISTICS AUTHORITY
NEGROS ORIENTAL PROVINCIAL STATISTICAL OFFICE**

**LIST OF VACANT POSITIONS
(UNDER CONTRACT OF SERVICE WORKERS FOR CBMS-POPCEN)**

POSTING/FILING PERIOD: 07 August 2024 to 17 August 2024

No.	POSITION TITLE (with major tasks/functions)	SG	WAGE	NO. OF VACA NCIES	PLACE OF ASSIGNM ENT	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAININ G	ELIGIBILITY	
1	<p>SHIFT SUPERVISOR</p> <ul style="list-style-type: none"> ● Attentively participate in the Data Processing Provincial Level Training; ● Supervise the map and data processing activities and assist map and data processors in resolving issues and problems encountered during the data processing phase; ● Manage workload assignments; ● Assist in the performance of completeness, consistency, and validation checks on pre-processed and processed files through generation and evaluation of list of inconsistencies and tabulations; ● Help in the actual processing of data and map files to hasten the data processing operations; ● Monitor performance of data processors; ● Control all documents pertaining to data processing; 	TBD		3	RSSO 07- Negros Oriental	-Must be graduate of a Bachelor's degree or at least 2-year in college of old curriculum and at least Senior High School Graduate for new curriculum	None required	None required	None required	<ul style="list-style-type: none"> -Computer literate, with knowledge in word processor, spreadsheet software and encoding; -Physically fit and able; -With good moral character; -Willing to work on weekends, holidays and beyond 5pm, if necessary; -Does not have any existing work contract with other office / agency; and -Not related within the third degree of consanguinity or affinity of the appointing / recommending officers and direct / immediate supervisors

	<ul style="list-style-type: none"> Update the concerned supervisors on the status of data processing from time to time and raise issues encountered, if there are any; and Perform other functions as assigned by the immediate supervisors. 								
2	<p>DATA PROCESSOR</p> <ul style="list-style-type: none"> Attentively participate in the Data Processing Provincial Level Training; Encode PAPI and SAQ questionnaires; Perform validation, consistency, and completeness checks through generation of error list and tabulations; Modify or update responses for items with issues/inconsistencies or encode answers for items that need to be accomplished; Import copies of Consent Form/Waivers to replace those with issues; Provide and submit justifications for the remaining items in the error list; Inform the supervisor of the problems encountered during the data processing phase; Work closely with map data processors in reviewing and 	TBD	61	RSSO 07-Negros Oriental	-Must be graduate of a Bachelor's degree or at least 2-year in college of old curriculum and at least Senior High School Graduate for new curriculum	None required	None required	None required	<ul style="list-style-type: none"> -Computer literate, with knowledge in word processor, spreadsheet software and encoding; -Physically fit and able; -With good moral character; -Willing to work on weekends, holidays and beyond 5pm, if necessary; -Does not have any existing work contract with other office / agency; and -Not related within the third degree of consanguinity or affinity of the appointing / recommending officers and direct / immediate supervisors

	<ul style="list-style-type: none"> validating data files, particularly on the location data; Prepare and submit Daily Accomplishment Report, Daily Time Record and other administrative documents to the supervisor as may be required in the standard protocol; and Perform other tasks in relation to the abovementioned activities. 									
3	<p>MAP DATA PROCESSOR</p> <ul style="list-style-type: none"> Attentively participate in the Data Processing Provincial Level Training; Digitize block maps using QGIS, if necessary; Validate and scrutinize shapefiles; Validate GeoID of data files; Check the consistency of location data and GeoID of shapefile and data file; Submit consolidated shapefiles and map processing reports; Work closely with data processors in reviewing and validating data files, particularly on the location data; Inform the supervisors on the issues and concerns encountered during processing of maps; Prepare and submit Daily Accomplishment Report, Daily Time Record and other administrative documents to the 	TBD		31	RSSO 07-Negros Oriental	-Must be graduate of a Bachelor's degree or at least 2-year in college of old curriculum and at least Senior High School Graduate for new curriculum	None required	None required	None required	<ul style="list-style-type: none"> -Computer literate, with knowledge in word processor, spreadsheet software and encoding; -Physically fit and able; -With good moral character; -Willing to work on weekends, holidays and beyond 5pm, if necessary; -Does not have any existing work contract with other office / agency; and -Not related within the third degree of consanguinity or affinity of the appointing / recommending officers and direct / immediate supervisors

	supervisor as may be required in the standard protocol; and									
	<ul style="list-style-type: none">• Perform other tasks in relation to the abovementioned activities.									

****Nothing Follows****