

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 09 SEPTEMBER TO 24 SEPTEMBER 2021

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL			78							
1	<p>Information Technology Officer III</p> <ul style="list-style-type: none"> - Oversees the overall management of the certification of registration and authentication devices and the technical integration of Relying Parties to the PhilSys; and - Plans, organizes, directs, coordinates and controls programs, policies, standards, guidelines and systems relative to the conduct of conformance and certification services/studies in the division. 	24	1	PRO-SISS-DCRPID	PSA-ITO3-81-2021	Master's degree or Certificate in Leadership and Management from CSC	With at least four years in position/s including management and supervision	With at least 40 hours of supervisory/management learning and development intervention undertaken within the last five years	With at least Career Service Professional/ Second Level Eligibility	<p>Preferably Master's Degree in Engineering Courses; with background on ICT Security, Network, Applications Development or Database Management; with experience working on Open APIs; with trainings on Network Administration, Information System Security, Programming, Database Management, Operating Systems, etc. undertaken within the last five years</p> <p>Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat</p>
2	<p>Information Technology Officer III</p> <ul style="list-style-type: none"> - Leads the division in designing, personalizing and printing of Phil ID (ID cards); - Coordinates with Bangko Sentral ng Pilipinas (BSP) on the production of blank Phil IDs and inclusion of required security features; and - Oversees the issuance and distribution of the Phil ID to Filipino Citizens and resident aliens. 	24	1	PRO-ROS-IDPMD	PSA-ITO3-13-2019	Master's degree or Certificate in Leadership and Management from the CSC	With at least four years in position/s including management and supervision	With at least 40 hours of supervisory/management learning and development intervention undertaken within the last five years	With at least Career Service Professional/ Second Level Eligibility	<p>Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat</p>
3	<p>Chief Statistical Specialist</p> <ul style="list-style-type: none"> - Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to agricultural accounts and indicators; - Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of statistical activities in relation to agricultural accounts and indicators; - Provides technical assistance within the PSA, other government offices, private sectors as well as international organizations; and - Represents the organization in regional/national/or international meetings, committees and conferences when so directed by the head of office. 	24	1	SSO-MAS-AAD	PSA-CSTATS-100-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least five years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least Career Service Professional/ Second Level Eligibility	<p>Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat</p>

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
4	Chief Statistical Specialist - Serves as technical and administrative head of the division; - Plans and manages the division for efficient development, integration and consolidation of national and regional accounts and other related accounts and indicators; and - Manages the implementation of project and other developmental activities and the conduct of researches and studies for the improvement of environmental accounts and environmental statistics and other related accounts and indicators.	24	1	SSO-MAS-IAD	PSA-CSTATS-112-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least five years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
5	Chief Statistical Specialist - Plans, organizes, directs, coordinates, and controls programs, policies, standards, guidelines and systems relative to the conduct of statistical surveys/studies on labor relations and standards; - Oversees the implementation of statistical data collection, estimation, compilation, review and validation related to labor relations and standards; and - Leads the coordination and collaboration with other government and private agencies including international research organizations in the conduct of surveys/studies on labor relations and standards statistics.	24	1	SSO-SSSS-LSRSD	PSA-CSTATS-98-2015	Master's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses or Certificate in Leadership and Management from the CSC	With at least five years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management and data visualization, Four years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	With at least 40 hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
6	Accountant III - Provides technical advice on financial matters to the head of the Accounting Division; and - Certifies the correctness and accuracy of special journals, general journals, and other prescribed Trial Balance, Statement of Financial Performance, Statement of Financial Position.	19	1	CRCO-FAS-AD	PSA-A3-210-2015	Bachelor's degree in Commerce/Business Administration major in Accounting	With at least two years of relevant experience	With at least eight hours of relevant training	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
7	Senior Statistical Specialist - Undertakes a program of research and analytical studies for the development of statistical concepts, definitions, classification system, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data; and - Undertakes joint research projects with local and foreign statistical and research agencies that are of interest in national economic development.	19	1	CRCO-CRS-VSD	PSA-SRSTATS-136-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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8	<p>Senior Statistical Specialist</p> <p>- Serves as technical head in the development and maintenance of sampling frame and the development of master sample design for household-based and agriculture and fisheries surveys, and establishment and enterprise-based surveys and coordinates all censuses operations, and other related statistical and technical activities undertaken by the Census and Technical Coordination Office / National Censuses Service; and</p> <p>- Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.</p>	19	2	CTCO-NCS-CPCD	PSA-SRSTATS-123-2015 PSA-SRSTATS-129-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	<p>Senior Statistical Specialist</p> <p>- Coordinates the accomplishment of questionnaires, data requests and requests for comments from international bodies and National Statistical Institutes; and</p> <p>- Organizes ICU-led events and monitors the work and financial plan of the unit.</p>	19	1	ONS-ICU	PSA-SRSTATS-76-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	<p>Senior Statistical Specialist</p> <p>- Reviews, evaluates and analyzes price data and prepares statistical reports; and</p> <p>- Assists in the preparation of the work programs and financial plans of the division related to the conduct of price survey.</p>	19	1	SSO-ESSS-LPSD	PSA-SRSTATS-180-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
11	<p>Senior Statistical Specialist</p> <p>- Drafts supplementary establishment surveys/census questionnaires, defines concepts and terms used, and collaborates in the preparation of field instructions for census field workers and of editing-coding instructions; and</p> <p>- Assists in the reviews of current questionnaires, concepts and definitions used and recommends improvements or changes taking into account the need for useful and relevant statistics for social and economic development planning.</p>	19	1	SSO-ESSS-SSD	PSA-SRSTATS-158-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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12	Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of expenditure accounts of the PSNA; - Leads in the preparation of the conduct of statistical activities of the division including joint research projects with local and foreign agencies; and - Leads in the generation, compilation, consolidation and updating of statistics/indicators on the assigned subject matter.	19	1	SSO-MAS-EAD	PSA-SRSTATS-162-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13	Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division; and - Assists in the preparation of the work and financial plan of the division.	19	1	SSO-MAS-IAD	PSA-SRSTATS-156-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14	Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division; - Assists in the preparation of the work and financial plan of the division; and - Serves as technical head in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies.	19	1	SSO-MAS-PAD	PSA-SRSTATS-79-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least three years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 24 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15	Public Relations Officer III - Formulates and recommends plans, standards and policies for the development of Grievance Redress Manual, Feedback and Complaint Monitoring system, Response Solutions Hub and Information awareness related to grievances; and - Reviews, evaluates and documents non-escalated and escalated issues submitted by the staff prior to endorsement to the head of the division and generates consolidated weekly report coming from online and offline channels such as email, SMS, social media, public assistance complaints desk, suggestion box, client satisfaction survey, and contact center.	18	3	PRO-FMCMS-FGD	PSA-PRO3-57-2021 PSA-PRO3-58-2021 PSA-PRO3-59-2021	Bachelor's degree	With at least two years of relevant experience	With at least eight hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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16	Project Development Officer III - Manages end-to-end process of onboarding relying parties into the PhilSys ecosystem, the periodic renewal processes and the ongoing relationship in respective section (e.g. Financial Sector, Private Sector); and - Monitors usage of Philsys-enable services by relying parties and ensuring compliance of laws and regulations pertaining to PhilSys, as well as the MOAs and DSAs.	18	1	PRO-UCDMS-FPSUCD	PSA-PDO3-87-2021	Bachelor's degree relevant to the job	With at least two years of relevant experience	With at least eight hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat Preferably have worked in any private sector project and alike Must be good in the business process analysis
17	Information Systems Analyst II - Identifies and documents systems requirements through collaboration with Subject Matter Divisions/Units; - Develops programs/modules in collaboration with client unit counterparts and with his/her respective SDD team; and - Performs unit testing of programs/modules developed by him/her and or those developed by ISA I.	16	3	CTCO-ITDS-SDD	PSA-INFOSA2-62-2015 PSA-INFOSA2-68-2015 PSA-INFOSA2-70-2015	Bachelor's degree relevant to the job	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
18	Statistical Specialist II - Prepares periodic reports on progress of project activities and accomplishments of divisions/services, translates literal information to numerical information and vice-versa; and - Reviews Office Performance Commitment Report of Regional Offices/Central Office Service OPCR's (looking at its appropriateness in terms of do-ability, alignment to organizational performance objectives and targets, strategic plans and Major Final Output and Outcome objectives.	16	1	ONS-PMS	PSA-SS2-78-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	Statistical Specialist II - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the FSD; and - Prepares the necessary survey instruments and schedules needed for the conduct of surveys and researches and conducts preliminary analysis of the data.	16	1	SSO-ESSS-FSD	PSA-SS2-218-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20	Statistical Specialist II -Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; and -Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-ESSS-PSD	PSA-SS2-104-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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21	Statistical Specialist II - Prepares corresponding accomplishment reports help to establish training procedure to personnel to be utilized for census, survey and administrative based operations in accordance with Central Office overall plans; - Prepares coding and editing instructions and quality control procedures for data processing, recommends types of data to be collected, the concepts and definition to be used, etc. for greater comparability of data and in order to eliminate overlapping or duplication of activity.	16	1	SSO-ESSS-TSD	PSA-SS2-241-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
22	Statistical Specialist II - Prepares statistical reports/articles, memoranda, resolution, letters and other official documents related to the output of the division; - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division.	16	1	SSO-MAS-PAD	PSA-SS2-80-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
23	Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; and - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-MAS-SAD	PSA-SS2-255-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
24	Statistical Specialist II - Serves as the technical and administrative head and manage the work of the division; - Assists in the implementation of statistical data collection, estimation, compilation. review and validation related to employment demand; and - Supervises the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	16	1	SSO-SSSS-EDSD	PSA-SS2-288-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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25	Statistical Specialist II - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of the results and the uniformity and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc.; and - Prepares timetable of operations for the various types of projects undertaken in the region/province in accordance with the national timetable of operations.	16	1	SSO-SSSS-IESD	PSA-SS2-493-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least 16 hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
26	Administrative Officer IV - Prepares lectures, hand-outs for in-service trainings and acts as lecturer trainer during in-service training, seminars & statistical operations; -Assists the Chief Administrative in the variety of Personnel functions primarily on the processing of promotional and original appointment papers of varied nature in Central & Field Offices.	15	2	CRCO-FAS-HRD	PSA-ADOF4-545-2015 PSA-ADOF4-546-2015	Bachelor's degree relevant to the job	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
27	Senior Administrative Assistant III -Takes dictation and transcribes shorthand notes, Maintains confidential files, Interviews callers and refers to proper office; -Manages the schedule of the National Statistician, Manages the official email accounts of the National Statistician; -Provides technical and administrative assistance to the National Statistician; - Prepares travel documents and liquidations for the National Statistician; and - Prepares the Procurement Plan for the Office of the National Statistician.	15	1	ONS-CORE	PSA-SADAS3-7-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least three years of relevant experience	With at least 16 hours or relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
28	Registration Officer II - Supervises and monitors the day to day operation of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the office of the Local Civil Registrar; and - Prepares reports and Performance Ratings of employees.	14	1	CRCO-CRS-CRMD	PSA-REGO2-78-2015	Bachelor's degree	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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29	Registration Officer II - Supervises and monitors the day to day operations of the unit/serbilis outlets engaged in the receipt and control, screening, evaluation of civil registry documents, data encoding, processing of requests and archiving; and - Assists the Registration Officer III in the supervision of units responsible for the annotation and data conversion.	14	1	CRCSO-CRS-CRSD	PSA-REGO2-71-2015	Bachelor's degree	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
30	Registration Officer II - Acts as the 1st level support and focal point in assigned section for investigation regarding duplication nationwide; - Reports all duplication cases to the Investigator III and Division Chief; and - Conducts manual investigation and checking to resolve duplication after systems.	14	1	PRO-ROS-IVD	PSA-REGO2-11-2019	Bachelor's degree	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
31	Statistical Specialist I - Prepares inputs and recommendations for the improvement of statistical surveys and censuses, particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System; and - Assists in the development and monitoring of implementation of statistical standards and data quality assurance framework.	13	1	CTCO-SS-SSD	PSA-SS1-103-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
32	Statistical Specialist I - Assists in the preparation of Statistical Reports for Crops Survey; and - Processes and tabulates survey data on Crops Surveys.	13	2	SSO-ESSS-CSD	PSA-SS1-124-2015 PSA-SS1-126-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
33	Statistical Specialist I -Assists in the preparation of statistical reports; - Processes and tabulates survey data; - Prepares survey instruments for statistical activities; and - Gathers information as inputs for the preparation of reports.	13	1	SSO-ESSS-FSD	PSA-SS1-154-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
34	Statistical Specialist I - Prepares inputs and recommendations for the improvement of statistical surveys and censuses, particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System; and - Assists in the development and monitoring of implementation of statistical standards and data quality assurance framework.	13	1	SSO-ESSS-ISD	PSA-SS1-151-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
35	Statistical Specialist I - Assist in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; and - Processes and tabulates survey data/admin-based data.	13	1	SSO-ESSS-PSD	PSA-SS1-119-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
36	Statistical Specialist I - Prepares inputs and recommendations for the improvement of statistical surveys and censuses, particularly on sampling design, forms content, and statistical outputs, in line with the implementation of the Statistical Survey Review and Clearance System; and - Assists in the development and monitoring of implementation of statistical standards and data quality assurance framework.	13	1	SSO-ESSS-SSD	PSA-SS1-148-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
37	Statistical Specialist I - Assists in the preparation of statistical reports/article , memoranda, letters and other official documents related to income and expenditure, labor, and employment, Overseas Filipino Workers, and related concerns of the division; - Processes and tabulate survey result; and - Instruments/materials for statistical activities.	13	1	SSO-SSSS-IESD	PSA-SS1-105-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation)	With at least eight hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
38	Information Systems Analyst I - Assists in the preparation of all required documentation and reports of the division processes; - Conducts database management, performance, and data security related research; and - Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth.	12	2	CTCO-ITDS-RDMD	PSA-INFOSA1-90-2015 PSA-INFOSA1-93-2015	Bachelor's degree relevant to the job	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
39	Information Systems Analyst I - Collaborates with SMD counterpart(s) and with his/her respective SDD team(s) in the preparation of User Specification Documents and System Design and Specification document; - Assist in the developing of the programs/modules assigned, in collaboration with his/her respective SDD team; and - Prepares the detailed documentation of the programs/modules assigned.	12	1	CTCO-ITDS-SDD	PSA-INFOSA1-78-2015	Bachelor's degree relevant to the job	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
40	Information Systems Analyst I - Observe and monitor the production operations and equipment to ensure conformance to specification; and - Identify, segregate and submit all nonconforming personalized cards for review.	12	2	PRO-ROS-IDPMD	PSA-INFOSA1-56-2021 PSA-INFOSA1-57-2021	Bachelor's degree relevant to the job	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
41	Internal Auditor I - Under general supervision, conducts researches to obtain background information on activities to be conducted; and - Discusses research findings with the audit team leader.	11	2	ONS-IAD	PSA-IAUD1-4-2015 PSA-IAUD1-178-2021	Bachelor's degree relevant to the job (Law, Accounting, Public Administration, Criminology, Information echnology/Computer Science and other disciplines related to the above mentioned)	With at least one year in position/s involving government Internal Auditing, Administrative or Criminal Investigation and/ or Forensics (e.g., Accounting, Information Technology, and other related disciplines)	With at least four hours of training in government Internal Auditing, Administrative or Criminal Investigation and/or Forensics (e.g., Accounting, Information Technology, ISO Management Systems and other related disciplines)	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
42	Statistical Analyst - Collects and compiles statistical data on crops; and - Assists in the organization and updating of databases of the division.	11	2	SSO-ESSS-CSD	PSA-SA-193-2015 PSA-SA-194-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
43	Statistical Analyst - Collects and compiles statistical data; - Gathers information as inputs for the preparation of reports; and - Prepares statistical reports.	11	2	SSO-ESSS-LPSD	PSA-SA-189-2015 PSA-SA-191-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
44	Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the assigned sector and/or subject matter of National and Regional Accounts and other related accounts and indicators: and - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolution, letters and other officials documents related to the output of the division.	11	1	SSO-MAS-EAD	PSA-SA-261-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
45	Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the national and regional accounts and other related accounts and indicators; and - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	11	1	SSO-MAS-IAD	PSA-SA-248-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
46	Statistical Analyst - Collects and compiles statistical data; - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; and - Assists in the preparation of statistical reports.	11	3	SSO-MAS-AAD	PSA-SA-199-2015 PSA-SA-202-2015 PSA-SA-203-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
47	Project Evaluation Officer I - Assists in gathering and consolidating relevant M&E and risk management data necessary for reporting, in coordination with other PRO services, field offices, implementation partners (i.e., PhilSys vendors), and other development partners; and - Coordinates with all relevant stakeholders regarding PhilSys M&E, project management, and risk management requirements.	11	1	PRO-PCMS-MED	PSA-PEO1-10-2021	Bachelor's degree relevant to the job	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
48	Registration Officer I - Screens, evaluates, encodes civil registry documents; and - Signs certification on the status of person requested by the general public.	10	3	CRCO-CRS-CRMD	PSA-REGO1-81-2015 PSA-REGO1-84-2015 PSA-REGO1-88-2015	Bachelor's degree	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
49	Registration Officer I - Prepares communications pertaining to documents for action of local civil registrars; - Responsible for the processing of IDs of liaison officers and accreditation of travel and recruitment agencies; and - Prepares narrative reports for the civil registration activities conducted.	10	1	CRCO-CRS-CRSD	PSA-REGO1-75-2015	Bachelor's degree	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
50	Administrative Officer I - Coordinates with concerned unit the reissuance of the properties and prepares PAR for reissuance to another user; and - Updates individual accountabilities based on records of returned or disposed Inventory and Inspection (I & I) reports.	10	1	CRCO-FAS-GSD	PSA-ADOF1-461-2015	Bachelor's degree relevant to the job	None required	None required	With at least Career Service Professional/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
51	Assistant Statistician - Assists in processing survey data including checking completeness and consistency; and - Updates and maintains the lists of sample households and establishments for data collection activities.	9	1	SSO-SSSS-LSRSD	PSA-ASTAT-41-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
52	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-FMCMO-OANS	PSA-ADAS3-169-2021	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
53	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-PCMS-OANS	PSA-ADAS3-35-2019	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
54	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-ROS-OANS	PSA-ADAS3-34-2019	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
55	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-SISS-OANS	PSA-ADAS3-167-2021	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
56	Administrative Assistant III - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	PRO-UCDMS-OANS	PSA-ADAS3-168-2021	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
57	Administrative Assistant III - Serves as an overall focal person between Office of the ANS and the divisions of MAS; - Provides administrative support to the Office of the ANS; - Maintains efficient filing system of administrative documents; and - Performs liaison functions.	9	1	SSO-MAS-OANS	PSA-ADAS3-3-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
58	Administrative Assistant II - Prepares and processess various money claims and remittances; and - Checks and verifies accuracy of supporting document attached to disbursement voucher, payrolls, and other money claims.	8	2	CRCO-FAS-AD	PSA-ADAS2-144-2015 PSA-ADAS2-150-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least one year of relevant experience	With at least four hours of relevant training	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
59	Administrative Aide VI (Clerk III) - Receives and controls queries concerning civil registry documents; - Compiles and files office correspondence, letters, endorsements, circulars, office orders, and other reference materials; and - Assists clients for their queries concerning civil registry documents.	6	1	CRCO-CRS-CRMD	PSA-ADA6-60-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
60	Administrative Aide VI (Clerk III) - Handles the incoming and outgoing communications, RIS, PRs, liquidation and annual procurement; - Assists in the preparation of request for supplies, materials and coordinates the delivery to the different Metro Manila Serbilis Outlets/Units; and - Collects all documents and communications from different units and delivers to others concern units or archives.	6	1	CRCO-CRS-CRSD	PSA-ADA6-45-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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61	Administrative Aide VI (Clerk III) - Encodes drafts of various correspondence and reports prepared by the supervisor; and - Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various divisions & units; retrieves, cross-checks records for reproduction & authentication.	6	1	SSO-ESSS-PSD	PSA-ADA6-21-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	With at least Career Service Subprofessional/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat