POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL		91							
Supervising Statistical Specialist - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration, CBMS and PhilSys activities in the province; and - Assesses periodically all phases of operation in the province,ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO 03-BATAAN	PSA-SVSTATS-78-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least four (4) 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 thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist - Assists in planning, directing and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; and - Assesses periodically all phases of operation in the province,ensures that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO CAR-ABRA	PSA-SVSTATS-198-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least four (4) 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 thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist -Assists the CSS in the general supervision of all statistical operations from data collection, processing, review and evaluation to dissemination; and -Assists/Plans/Develops work programs and procedures of all statistical operations and coordinates with other Regional Line Agencies (RLAs), LGUs. Academe and Private Sectors in the implementation and monitoring of statistical activities, policies and programs at the subnational level.	22	1	RSSO NCR-NCR I	PSA-SVSTATS-192-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least four (4) 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 thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Supervising Statistical Specialist -Assists the CSS in the general supervision of all statistical operations from data collection, processing, review and evaluation to dissemination; and -Assists/Plans/Develops work programs and procedures of all statistical operations and coordinates with other Regional Line Agencies (RLAs), LGUs. Academe and Private Sectors in the implementation and monitoring of statistical activities, policies and programs at the subnational level.	22	1	RSSO NCR-NCR V	PSA-SVSTATS-191-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least four (4) 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 thirty-two (32) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant III - Certifies the availability of funds of all money claims; and certifies the correctness of special general journals, journals, bills, statement of accounts, trial balance, balance sheet, statement of operations and other financial statements/reports; and - Prepares/reviews various financial reports of the Region/Province.	19	1	RSSO NCR-NCR CRASD	PSA-A3-209-2015	Bachelor's Degree in Commerce / Business Administration major in Accounting	With at least two (2) years of relevant experience	With at least eight (8) hours of relevant training	RA 1080 (CPA)	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant III - Prepares the regional financial accountability reports and provide financial data as may required from time to time by the agency management & other government offices; and -Ensures that expenditures, income and other financial transactions are recorded in the books of accounts and ensures strict compliance to the government accounting manual and other accounting, auditing rules and regulations.	19	1	RSSO 12-CRASD	PSA-A3-196-2015	Bachelor's Degree in Commerce / Business Administration major in Accounting	With at least two (2) years of relevant experience	With at least eight (8) hours of relevant training	RA 1080 (CPA)	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II - Computes statistical measures for data produced; Reviews work methods and level of production established for the various type of work undertaken and helps institute efficient work methods and devise a system of work allocation to statistical assistants to ensure an equitable distribution of work; - Conducts study and prepares report on the methods employed, the coverage and the limitations of statistical data produced by the office and those of other statistical agencies in similar fields; and - Prepares cost estimates, workload analysis, financial and narrative reports for each survey/project/activity.	16	1	RSSO MIMAROPA-PALAWAN	PSA-SS2-84-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) 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 sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - 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.	16	2	RSSO MIMAROPA-SOCD	PSA-SS2-265-2015 PSA-SS2-267-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) 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 sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness; Computes summaries and indicators from data produced from censuses, surveys and other projects of the office; Translates literal information to numerical information and vice-versa; reviews work of lower level personnel;and - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - 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.	16	1	RSSO 10-SOCD	PSA-SS2-117-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) 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 sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Specialist II -Responsible for the statistical projects assigns and ensures its quality, quantity, timeliness; and -Analyzes, evaluates and validates all produced data from assigned statistical projects and prepares its publications and or	16	1	RSSO 11-DAVAO ORIENTAL	PSA-SS2-302-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) 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 sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Assists in the making of plans, develops and directs a program of activities for the collection, analysis and tabulation of data; and - 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.	16	1	RSSO 11-DAVAO DEL SUR	PSA-SS2-286-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) 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 sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Analyzes Customer Satisfaction Survey Data and prepares narrative report; - Conducts Library Customer Satisfaction Survey; - Monitors certification pass of DVSS data from provinces; - Does analysis and Data Dissemination on CR data of the region; - Prepares Special Release and Newsletter of the CRASD; - Prepares CRASD Activities Annual Reports summary; and -Prepares letter/coordination/ attendance to meetings/trainings on CR & S.O. laws/directives/issuance and other related activities.	16	1	RSSO CAR-CRASD	PSA-SS2-447-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least two (2) 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 sixteen (16) hours training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE FIELD OFFICE
AS OF 21 MAY 2021

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer IV - Assists in the preparation of plantilla, prepares action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action as well as prepares lectures, hand-outs for in-service trainings; acts as lecturer trainer during in-service training, seminars & statistical operations; and - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluations process, leave benefits and other aspects of personnel functions; evaluate qualifications of employees for promotion and preparation of their profile for use during deliberation of the Selection Board as well as develops/prepares career paths for each personnel.	15	1	RSSO 04A-CRASD	PSA-ADOF4-522-2015	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer IV - Assists in the preparation of plantilla, prepares action on employment request, appointment, salary adjustment, transfers, resignations, reinstatements and other personnel action as well as prepares lectures, hand-outs for in-service trainings; acts as lecturer trainer during in-service training, seminars & statistical operations; and - Maintains familiarization on the CSC rules, laws, procedures and requirements connected with the evaluations process, leave benefits and other aspects of personnel functions; evaluate qualifications of employees for promotion and preparation of their profile for use during deliberation of the Selection Board as well as develops/prepares career paths for each personnel.	15	1	RSSO 12-CRASD	PSA-ADOF4-525-2015	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates the completeness of documents in the application/renewal of Authority to Solemnize Marriage; and coordinates with the LCRO in connection with the timely and complete submission of civil registry documents; and - Conducts training/seminars and the like pertaining to civil registration and perform other functions related to civil registration.	14	1	RSSO MIMAROPA-MARINDUQUE	PSA-REGO2-101-2015	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing, and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars; and -Analyzes vital statistics reports from DVSS and prepares necessary publication.	14	1	RSSO 05-MASBATE	PSA-REGO2-132-2015	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer II - Supervises and monitors the day to day operations of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars, BREQS outlets, and evaluates application/renewal of Authority to Solemnize Marriage; and - Conducts training/seminars and the like pertaining to civil registration and performs other functions related to civil registration.	14	1	RSSO NCR-NCR IV	PSA-REGO2-148-2015	Bachelor's degree relevant to the job	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Professional/ Second Level Eligibility	Preferably with at least eight (8) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst I -Designs report/output layouts, prepares required logical diagrams, flowcharts; and - Writes, codes and assembles computer programs instructions using symbolic programming system.	12	1	RSSO 10-SOCD	PSA-INFOSA1-95-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Officer I - Examines data collected from censuses and surveys and other statistical inquires including those obtained from secondary sources for efficient methods, consistency, and other reasonableness of data; - Helps institute efficient establishes production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to ensure equitable distribution of work among them with targets periods; and - Prepares/edits publications/EC materials (Infographics Special Releases, Press Releases) etc.	11	1	RSSO 07-SOCD	PSA-INFO1-77-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 01-ILOCOS SUR	PSA-SA-140-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO 04A-BATANGAS	PSA-SA-221-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO 04A-CAVITE	PSA-SA-242-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness. consistency and completeness of entries; and - Helps recruit, train and supervise interviewers in the collection and preliminary processing of data during censuses and surveys.	11	1	RSSO MIMAROPA-ORIENTAL MINDORO	PSA-SA-273-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst -Assists in the computation of statistical measures and indices for data produced; -Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 09-ZAMBOANGA SIBUGAY	PSA-SA-318-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst -Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and -Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office and prepares statistical tables/summary/analysis in preparation for publication/news updates/releases, correspondence and other administrative reports.	11	1	RSSO 10-BUKIDNON	PSA-SA-152-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and - Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office and prepares statistical tables/summary/analysis in preparation for publication/news updates/releases, correspondence and other administrative reports.	11	1	RSSO 10-LANAO DEL NORTE	PSA-SA-150-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst -Reviews edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency and completeness of entries; and -Assists in the field supervision of statistical activities/operations and in the performance of civil registry functions of the office and prepares statistical tables/summary/analysis in preparation for publication/news updates/releases, correspondence and other administrative reports.	11	1	RSSO 10-MISAMIS ORIENTAL	PSA-SA-161-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst -Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO 11-SOCD	PSA-SA-210-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	3	RSSO 11-DAVAO DEL SUR	PSA-SA-329-2015 PSA-SA-331-2015 PSA-SA-341-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited agri surveys schedules/questionnaires/forms and other documents for accurateness and assists in the computation of statistical measures and indices for data produced; and - Prepares statistical tables/summary/analysis in preparation for publication/news/updates/releases.	11	1	RSSO 12-SARANGGANI	PSA-SA-352-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited agri surveys schedules/questionnaires/forms and other documents for accurateness and assists in the computation of statistical measures and indices for data produced; and - Prepares statistical tables/summary/analysis in preparation for publication/news/updates/releases.	11	1	RSSO 12-SOUTH COTABATO	PSA-SA-345-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Reviews edited agri surveys schedules/questionnaires/forms and other documents for accurateness and assists in the computation of statistical measures and indices for data produced; and - Prepares statistical tables/summary/analysis in preparation for publication/news/updates/releases.	11	1	RSSO 12-SULTAN KUDARAT	PSA-SA-353-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Collects, compiles and processes survey data including checking the completeness, consistency and validity of data and prepares the status and monitoring report for these activities; and -Proofreads generated statistical tables and prepares/maintains statistical database and reports.	11	1	RSSO CAR-BENGUET	PSA-SA-377-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	2	RSSO NCR-NCR I	PSA-SA-452-2015 PSA-SA-454-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR-NCR II	PSA-SA-463-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst -Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	1	RSSO NCR-NCR III	PSA-SA-472-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Statistical Analyst - Assists in the field supervision of statistical activities/operations and prepares reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinates with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assists in other statistical coordination and development activities in the region.	11	8	RSSO NCR-NCR IV	PSA-SA-448-2015 PSA-SA-474-2015 PSA-SA-475-2015 PSA-SA-476-2015 PSA-SA-479-2015 PSA-SA-480-2015 PSA-SA-481-2015 PSA-SA-482-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Monitors attendance of PO employees; - Maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; and - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 03-NUEVA ECIJA	PSA-ADOF1-514-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer I - Monitors attendance of PO employees; - Maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; and - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 03-PAMPANGA	PSA-ADOF1-517-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Monitors attendance of PO employees; - Maintains records of leave credits; - Assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; - Supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; and - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO 03-ZAMBALES	PSA-ADOF1-508-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Provides administrative service function to the Provincial Office; - Encodes monthly disbursement journals and assist in processing of travel claims, purchase orders and disbursement vouchers; and - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 04A-BATANGAS	PSA-ADOF1-579-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer I - Provides administrative service function to the Provincial Office; - Encodes monthly disbursement journals and assist in processing of travel claims, purchase orders and disbursement vouchers; and - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 04A-LAGUNA	PSA-ADOF1-586-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Monitors attendance of PO employees; - Maintains records of leave credits; assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervises the process of recruitment of hired Statistical Researchers and prepares HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; and - Assists in the preparation of purchase orders	10	1	RSSO 05-CAMARINES SUR	PSA-ADOF1-552-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Issues Official Receipts for general fund and trust fund, denominates the amount of salaries in weekly payrolls of regular employees; and - Assists in counting and putting money inside pay envelopes during paydays, balances the collection fees from civil registry documents, trust funds and census publication and makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 09-ZAMBOANGA DEL SUR (Zamboanga City District)	PSA-ADOF1-612-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Administrative Officer I -Monitors attendance of PO employees; - Maintains records of leave credits, assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervices the process of recruitment of hired Statistical Reseachers and prepare HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; and - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO CAR-BENGUET	PSA-ADOF1-566-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I - Monitors attendance of PO employees; - Maintains records of leave credits, assists PO employees in processing applications for leave, retirement and various personnel documents; - Maintains 201 file of employees; supervices the process of recruitment of hired Statistical Reseachers and prepare HR reports; - Provides administrative service function to the Provincial Office; - Conducts canvass of suppliers, dealers/distributors for comparative costs of supplies/equipment needed by the Office; and - Assists in the preparation of purchase orders and disbursement vouchers.	10	1	RSSO CAR-MT. PROVINCE	PSA-ADOF1-575-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer I -Provides administrative service functions to the provincial office; and assists in the conduct of census, surveys and other activities; and -Assists in processing travel claims, purchase orders and disbursement vouchers.	10	1	RSSO NCR-NCR I	PSA-ADOF1-540-2015	Bachelor's Degree relevant to the job	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 01-LA UNION	PSA-REGO1-155-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars; - Assists in coordinating with the local civil registrars; - Screens and evaluates CRASM Applications; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 03-BULACAN	PSA-REGO1-111-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and -Assists in studying procedures and techniques for more effective civil registration.	10	2	RSSO 04A-QUEZON	PSA-REGO1-136-2015 PSA-REGO1-134-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and -Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 04A-RIZAL	PSA-REGO1-139-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and -Signs certification on the status of persons requested by the general public.	10	1	RSSO 06-ANTIQUE	PSA-REGO1-193-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and -Signs certification on the status of persons requested by the general public;	10	1	RSSO 07-SIQUIJOR	PSA-REGO1-96-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 10-MISAMIS OCCIDENTAL	PSA-REGO1-169-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I - Performs civil registration functions such as screens and evaluates birth, death and marriage documents from the Local Civil Registrars, signs certification on the status of persons requested by the general public; - Assists the section chief in coordinating with the local civil registrars; and - Assists in studying procedures and techniques for more effective civil registration.	10	1	RSSO 11-DAVAO DEL SUR	PSA-REGO1-176-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I **-** Receives and controls civil registry documents from the Local Civil Registrars (LCRs) and Application/Renewal of Authority to Solemnize Marriage from the Solemnizing Officers (SOs); periodically generates progress monitoring reports; - Sreens, evaluates, codes and encodes birth, death and marriage documents from the LCRs; and - Secures civil registration documents.	10	1	RSSO 13-AGUSAN DEL SUR	PSA-REGO1-101-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and evaluates Certification of Registration of Authority to Solemnize Marriage (CRASM) applications and conducts field verification; and - Assists the section head in coordinating with the Local Civil Registry Offices in the conduct of civil registration activities, verification of civil registry documents and conduct of capability building activities for Local Civil Registrars and Stakeholders.	10	1	RSSO NCR-NCR II	PSA-REGO1-230-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and evaluates Certification of Registration of Authority to Solemnize Marriage (CRASM) applications and conducts field verification; and - Assists the section head in coordinating with the Local Civil Registry Offices in the conduct of civil registration activities, verification of civil registry documents and conduct of capability building activities for Local Civil Registrars and Stakeholders.	10	1	RSSO NCR-NCR III	PSA-REGO1-233-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and evaluates Certification of Registration of Authority to Solemnize Marriage (CRASM) applications and conducts field verification; and - Assists the section head in coordinating with the Local Civil Registry Offices in the conduct of civil registration activities, verification of civil registry documents and conduct of capability building activities for Local Civil Registrars and Stakeholders.	10	1	RSSO NCR-NCR IV	PSA-REGO1-220-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Registration Officer I -Screens and evaluates birth, death and marriage documents from the Local Civil Registrars; and evaluates Certification of Registration of Authority to Solemnize Marriage (CRASM) applications and conducts field verification; and - Assists the section head in coordinating with the Local Civil Registry Offices in the conduct of civil registration activities, verification of civil registry documents and conduct of capability building activities for Local Civil Registrars and Stakeholders.	10	1	RSSO NCR-NCR V	PSA-REGO1-211-2015	Bachelors Degree	None Required	None Required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 01-ILOCOS SUR	PSA-ADAS3-50-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Administrative Assistant III -Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and accounting and auditing rules and regulations before payment is allowed; and -Maintains copies of money claims and enters the amount in the record book and index card.	9	1	RSSO 02-ISABELA	PSA-ADAS3-38-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant III - Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepares monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 04A-CAVITE	PSA-ADAS3-20-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and - Assists statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 01-SOCD	PSA-ASTAT-92-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician -Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 03-TARLAC	PSA-ASTAT-141-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Assistant Statistician - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and - Assists statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO MIMAROPA-OCCIDENTAL MINDORO	PSA-ASTAT-61-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician -Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 05-ALBAY	PSA-ASTAT-153-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician -Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and -Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 07-CEBU	PSA-ASTAT-64-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician -Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; and -Edits folios and encodes questionnaires/survey forms, checks for completeness , consistency and validity of data.	9	1	RSSO 07-SOCD	PSA-ASTAT-71-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 08-SOCD	PSA-ASTAT-130-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician - Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; - Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; and - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 09-ZAMBOANGA DEL NORTE	PSA-ASTAT-95-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Assistant Statistician -Implements established field techniques and procedures for field information, data or document collection for strict adherence, compilation and submission of questionnaires/documents within the established timetable; Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; Prepares worksheet formats for data compilation and summarization; computes simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas; and -Maintains complete and up to date listing of different surveys covered in the annual, quarterly and monthly surveys in the province; Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	2	RSSO 10-SOCD	PSA-ASTAT-76-2015 PSA-ASTAT-77-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
Assistant Statistician - Assists in processing, compilation and generation of statistics from administrative-based reports, household-based and establishment-based surveys including agricultural statistics, and preparation of Provincial Consolidated Narrative Report; and -Analyzes, verifies, edits and checks for completeness, consistency and validity of administrative reports and survey forms.	9	1	RSSO CAR-APAYAO	PSA-ASTAT-111-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant II - Prepares liquidation of all cash advances, payrolls and vouchers; prepare checks and advice of checks issues and cancelled; disburses wages and claims of JOWs and COSWs; releases checks to claimants; and - Prepares liquidation report submitted to COA and payment for different suppliers.	8	1	RSSO 03-ZAMBALES	PSA-ADAS2-151-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Administrative Assistant II - Prepares liquidation of all cash advances, payrolls and vouchers; prepare checks and advice of checks issues and cancelled; disburses wages and claims of JOWs and COSWs; releases checks to claimants; and - Prepares liquidation report submitted to COA and payment for different suppliers.	8	1	RSSO 05-MASBATE	PSA-ADAS2-98-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant II - Prepares required administrative reports; - Provides general administrative and clerical support and maintain electronic and hard copy filing system; and - Screens all incoming routine papers requiring signature of Chief Statistical Specialist and responsible for confidential and time sensitive material.	8	1	RSSO 13-AGUSAN DEL SUR	PSA-ADAS2-127-2015	Completion of two (2) years studies in college	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant I - Keeps and maintains all files (memoranda, correspondence, reports); - Receives and keeps log of all incoming/outgoing (phone, mail, fax. Etc.) and transmits messages to concerned staff; and - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments).	7	1	RSSO 04A-OD	PSA-ADAS1-173-2015	Completion of two (2) years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Assistant I - Keeps and maintains all files (memoranda, correspondence, reports); - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff; and - Screens all incoming routine papers requiring signature of the Director (for proper endorsement, certification and attachments).	7	1	RSSO 09-OD	PSA-ADAS1-165-2015	Completion of two (2) years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat