

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICE
POSTING PERIOD **30 NOV 2022** TO **08 DEC 2022**

No	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL			46							
1	Chief Statistical Specialist - Plans, assigns, coordinates, and recommends work programs and procedures for the processing of census/survey and administrative data in the region, and - Coordinates with the government agencies and business groups in identifying required statistics in the region and assists in formulating programs and develops policies for the production of statistics and data dissemination.	24	1	RSSO 03-SOCD	PSA-CSTATS-101-2015	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	Five (5) years demonstrated ability in the statistical, technical and ICT operations, surveys in all aspects of socio-economic life, data analysis and project management end data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (a.g.) spreadsheet, word processing and presentation)	Forty (40) hours training preferably on statistical methods, tools, project management, processes and supervision and 40 hours of training in management and supervision	Career Service (Professional)/ Second Level Eligibility	Preferably with at least 16 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
2	Registration Officer IV - Prepares general plan and program for the improvement of the civil registration system of the Region and the improvement of quality and quantity of vital statistics; - Takes appropriate actions on behalf of the Civil Registrar General and/or against the violation of the Civil Registry Law and/or against irregularities committed by the Local Civil Registrars/solemnizing officers; - Reviews compliance of requirements and processes Certificates of Registration of Authority to Solemnize marriages of Solemnizing Officers and maintains Registry of Solemnizing Officers in the Region; and - Reviews/edits vital statistics reports and indicators.	22	1	RSSO 10-CRASD	PSA-REGO4-69-2015	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
3	Senior Statistical Specialist - Directly supervises the work performed by lower level statistical specialists or analysts and other personnel under him/her; and - Recommends and 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.	19	1	RSSO 10-SOCD	PSA-SRSTATS-109-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Three (3) 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)	Twenty-four (24) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
4	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 01-PANGASINAN	PSA-SS2-427-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (a.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
5	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-ROMBLON	PSA-SS2-86-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Two (2) years demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (a.g. spreadsheet, word processing and presentation)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	CS Professional/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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6	Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness and 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; - 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-SS2-107-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
7	Statistical Specialist II - Edits, verifies and analyzes survey reports for accuracy, completeness, and reasonableness, and - Computes summaries and indicators from data produced from censuses, surveys and other projects of the office.	16	1	RSSO 12-SOCD	PSA-SS2-123-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
8	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 12-SARANGANI	PSA-SS2-315-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Sixteen (16) hours training preferably on statistical methods, tools, project management, processes and/or other related field	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
9	Administrative Officer IV - Prepares and issues breakdown of monthly allotment to Regional/Provincial Statistical Officers by functions and object of expenditures as well as issues additional funds which may be needed from time to time depending upon their activities to be undertaken; - Compiles and maintains budget data by functions, object of expenditures and activity on current status to aid the management in planning future projects; - Reviews financial plan submitted by the Provincial Statistical Offices for the issuance of monthly funding allocation; and - Consolidates and finalizes the annual budget plan of the Regional and Provincial Statistical Offices.	15	1	RSSO 06-CRASD	PSA-ADOF4-514-2015	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
10	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 and 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 and 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 10-CRASD	PSA-ADOF4-506-2015	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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11	Administrative Officer III - Maintains records of property and supply; - Issues and re-issues Property Acknowledgement Receipt (PAR) of properties and Inventory Custodian Slip (ICS); and - Posts and monitors of all procurement in the PHILGEPS website, PSA websites, and other conspicuous places.	14	1	RSSO 05-CRASD	PSA-ADOF3-569-2015	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12	Registration Officer II - Supervises CRS/BReqs outlets, LCRO Office in the province and supervises and monitors the day to day operations of the staff engaged in the screening, data encoding, editing and evaluation of civil registry documents submitted by the Office of the Local Civil Registrars and application/renewal of Authority to Solemnize Marriage; - Evaluates the completeness of Certification of Registration of Authority to Solemnize Marriage (CRASM) and other civil registry documents; - Ensures proper keeping and submission of civil registry documents and secures civil registry forms/security papers; - Coordinates with the LCRO in connection with the submission of civil registry documents and conducts training on civil registration; - Attends query of clients/general public and stakeholders, Mobile Registration and other civil registration activities, and court hearings regarding civil registration cases; - Prepares and provides information dissemination materials concerning civil registration; and - Reviews reports on field validation concerning Solemnizing Officer/s and churches and reviews vital statistics reports of the province.	14	1	RSSO 02-BATANES	PSA-REGO2-181-2015	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility	Preferably with at least eight hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13	Accountant I - Certifies availability of funds of all money claims in the concerned province; - Examines, verifies, and reviews purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations;	12	1	RSSO NCR-NCR IV	PSA-A1-87-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14	- Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account;	12	1	RSSO 03-AURORA	PSA-A1-103-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and - Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.	12	1	RSSO 03-BULACAN	PSA-A1-105-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16		12	1	RSSO 03-ZAMBALES	PSA-A1-109-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	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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17		12	1	RSSO MIMAROPA- MARINDUQUE	PSA-A1-115-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
18	Accountant I - Certifies availability of funds of all money claims in the concerned province; - Examines, verifies, and reviews purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations;	12	1	RSSO MIMAROPA- ORIENTAL MINDORO	PSA-A1-117-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	- Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account;	12	1	RSSO MIMAROPA- ROMBLON	PSA-A1-119-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20	- Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and	12	1	RSSO 05-CATANDUANES	PSA-A1-123-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21	- Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.	12	1	RSSO 08-BILIRAN	PSA-A1-135-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
22	Information Systems Analyst I - Designs report/output layouts, prepares required logical diagrams, flowcharts; - Writes, codes and assembles computer programs instructions using symbols programming systems; and - Maintenance of ICT equipment and of website.	12	1	RSSO 05-SOCD	PSA-INFOSA1-100-2015	Bachelor's degree relevant to the job	None required	None required	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	Information Officer I - Responsible for coordinating and providing technical guidance to all units in terms of communications, media relations and information dissemination through printed publications, other online dissemination systems and maintenance of the PSA Information Center (PSA-IC); - Reviews, coordinates, monitors, evaluates and make recommendations in the implementation of all activities in the office in relation to PSA-IC, production of publications and media relations; - Leads the media relations activities and the development of communication and publicity plans, leads the preparation of manuscript of publications, and leads in the maintenance of the PSA Information Center; - Drafts communications in respond to issues and media inquiries; - Prepares articles, promotional materials and social media cards; - Conducts research and updates on all printed publications being released by the office and conducts library/PSA-IC related activities; - Formulates and monitors the implementations of PSA-IC policies and guidelines and prepares PSA communication plan, and - Maintains the operations of PSA e-library and PSA's Social Media Account	11	1	RSSO 02-SOCD	PSA-INFO1-78-2015	Bachelor's degree	None required	None required	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 graduate in AB in Mass Communication, BS in Development Communication, AB in Journalism and other related courses

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24	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	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
25	Statistical Analyst - Collects, organizes, and reviews data for the generation of estimates of regional accounts and other related accounts; - Assists in the implementation of statistical activities/operations of the office; - Assists in the preparation of statistical reports such as publications and special releases including layout of publication, design of infographics and social cards, among others; - Assists in the coordination of the Regional Statistics Committee (RSC) and provide necessary Secretariat services thereto; and - Prepares documentation report of activities undertaken.	11	1	RSSO 02-SOCD	PSA-SA-121-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	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	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 MIMAROPA-SOCD	PSA-SA-391-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	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	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 06-SOCD	PSA-SA-120-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	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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28	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 and maintains 201 file of employees and maintains all records and ledgers to make sure all cash handled by the office are properly accounted for; - Supervises the process of recruitment of hired Statistical Researchers and prepare HR reports; - Prepares all checks and Advice to Debit Account(ADA) for payment, collection and deposit of all revenues, administration of payroll, handling of cash advances for wages and other operating expenses; - Petty Cash Fund Custodian and handles payment of bills and remittances; - Prepares the required financial reports for disbursement such as but not limited to Reports of Checks Issued(RCI), Summary List of Checks Issued and Cancelled(SLCIC), Checks and Advices to Debit Account Record or Check Disbursement Record(CkADADRec), Report of Collections and Deposit(RCD), Report of Accountability for Accountable Forms(RAAF), Liquidation Report(LR) and etc., and - Provides administrative service function to the Provincial Office.	10	1	RSSO CAR-BENGUET	PSA-ADOF1-565-2015	Bachelor's degree relevant to the job	None required	None required	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
29	Administrative Officer I - Maintains record of property and supply; - Conducts regular physical inventory report and recommends disposal of unserviceable properties; and - Prepares monthly inventory report of supplies and Issues Property Acknowledgement Receipt (PAR) and Inventory Custodian Slip (ICS).	10	1	RSSO 03-BATAAN	PSA-ADOF1-511-2015	Bachelor's degree relevant to the job	None required	None required	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	Administrative Officer I - Provides administrative service function to the Provincial Office; - Encodes monthly disbursement journals and assist in processing of travel claims, purchasa orders and disbursement vouchers; and - Makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 04A-RIZAL	PSA-ADOF1-580-2015	Bachelor's degree relevant to the job	None required	None required	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 Secretanat
31	Administrative Officer I - Prepares Procurement Monitoring Report, Inspection, and Acceptance Report; - Serves as property officer of the provincial office, prepares report pertaining to physical count of inventories and property, report of supplies, and materials issued; - Assists in the preparation of disbursement vouchers and obligation requests, and - Provides administrative service function to the Provincial Office.	10	1	RSSO MIMAROPA- OCCIDENTAL MINDORO	PSA-ADOF1-497-2015	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with et least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretanat

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32	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 07-CEBU	PSA-ADOF1-534-2015	Bachelor's degree relevant to the job	None required	None required	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 TO BE ASSIGNED AT RSSO 07-NEGROS ORIENTAL
33	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; - Maintains records of property and supply and prepares monthly reports; and - Conducts regular physical inventory report of supplies and property plant equipment and recommends disposal of unserviceable properties and makes entries in cash book from collections and types the remittance advice.	10	1	RSSO 08-SAMAR	PSA-ADOF1-449-2015	Bachelor's degree relevant to the job	None required	None required	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
34	Administrative Officer I - Encodes monthly disbursement journals and assist in processing travel claims; and - Conducts surveys, censuses, and other statistical inquiries and helps Institute efficient methods, establishes production levels for the various type of work undertaken and devises a system of work allocation to statistical researchers to ensure equitable distribution of work among them within target timetable and performs data analysis to press release and special releases related to surveys conducted.	10	1	RSSO 10-CAMIGUIN	PSA-ADOF1-486-2015	Bachelor's degree relevant to the job	None required	None required	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	Administrative Officer I - Issues Official Receipts for general fund and trust fund; and - Denominates the amount of salaries in weekly payrolls of regular employees.	10	1	RSSO 10-LANAO DEL NORTE	PSA-ADOF1-465-2015	Bachelor's degree relevant to the job	None required	None required	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	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 I	PSA-REGO1-226-2015	Bachelor's degree	None required	None required	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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37	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-REGO1-218-2015	Bachelor's degree	None required	None required	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	Registration Officer I - Assists the Registration Officer II in submission of all kinds of civil registration reports; - Assists in studying the procedures and techniques for more efficient civil registration; - Drafts responses in all queries and ask feedback from Registration Officer II and Chief Statistical Specialist for review, and - Assists the section chief in coordinating with the local civil registrars.	10	1	RSSO 11-DAVAO ORIENTAL	PSA-REGO1-178-2015	Bachelor's degree	None required	None required	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
39	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-RIZAL	PSA-ADAS3-22-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	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
40	Administrative Assistant III - Prepares Financial Reports; and - Prepares Disbursement Vouchers and processes claims/payment to suppliers.	9	1	RSSO 11-DAVAO ORIENTAL	PSA-ADAS3-52-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	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
41	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 12-SOUTH COTABATO	PSA-ASTAT-122-2015	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	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
42	Administrative Assistant II - Prepares liquidation of all cash advances, payrolls and vouchers; - Prepares 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-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	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

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE FIELD OFFICE
POSTING PERIOD **30 NOV 2022 TO 08 DEC 2022**

No	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
43	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 11-DAVAO DEL NORTE	PSA-ADAS2-133-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	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
44	Administrative Aide VI (Clerk III) - Assists in the processing and tabulation of inputs for administrative/statistical reports; - Retrieves, cross-checking records for reproduction and authentication; - Sorts, checks active and in-active records/documents for bookbinding and/or disposal; and - Takes charge in safekeeping and maintenance of personal record.	8	1	RSSO 03-TARLAC	PSA-ADA6-184-2015	Completion of two-year studies in college	None required	None required	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
45	Administrative Aide VI (Clerk III) - Assists in the preparation implementation of ISO-QMS project; - Updates and consolidates QMS evaluation forms (RFA, Equipment maintenance form, External and Internal issues, Customer satisfaction Survey and other QMS evaluation forms); - Assists the designated budget officer in the preparation of accounting reports; - Assists the designated Administrative Officer in preparation and submission of reports; - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules and regulations and information for dissemination to and/or implementation by the various department/division and units; and - Provides administrative support to the division.	8	1	RSSO 11-DAVAO DEL SUR	PSA-ADA6-159-2015	Completion of two-year studies in college	None required	None required	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
46	Administrative Aide VI (Clerk III) - Takes charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction, and authentication; and - Types drafts of various report, and correspondence prepared by the supervisor and updates personnel records and operates computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules and regulations and information for dissemination to and/or implementation by the various department/division and units.	8	1	RSSO 12-CRASD	PSA-ADA6-129-2015	Completion of two-year studies in college	None required	None required	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