

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers
Posting Period: 09 JUN 2023 to 19 JUN 2023

NO.	POSITION TITLE (with major tasks/functions)	COMPARABLE SALARY GRADE	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS				COMPENSATION		REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	SALARY PER MONTH	(PLUS UP TO 20% PREMIUM)	
TOTAL			10								
1	Senior Statistical Specialist - Formulates policies, plans, and programs related to the implementation of CBMS; - Prepares memorandum circulars, resolutions, and advisories on CBMS implementation; - Formulates and implements communication and advocacy plans; - Develops, produces, and disseminates information, education, and communications campaign materials which include press releases, special releases, and social cards, among others; and - Reviews and recommends accreditations of 3rd party service providers that wishes to engage with local government units in the conduct of CBMS.	19	1	CTCO-CBSS-CBMSPCD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 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)	With at least twenty-four (24) hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with Career Service Professional/ Second Level Eligibility	Php49,835.00	Php9,967.00	
2	Statistical Specialist II - Prepares CBMS reports, script for data story and statistical publications in the CBMS Portal; - Prepares statistics and metadata to be included in the repository of poverty data; - Reviews quality of presentations and materials for the conduct of capacity building programs for LGUs, to ensure the adoption of statistical standards in the conduct of the CBMS and the quality of CBMS data collected; - Reviews procedural manuals and instructions in the CBMS Portal; - Conducts innovation projects to promote better understanding and use of CBMS data in LGUs; and - Coordinates with relevant units of the PSA to ensure back-up and secure storage of CBMS microdata.	16	1	CTCO-CBSS-CBSD	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 of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with Career Service Professional/ Second Level Eligibility	Php38,150.00	Php7,630.00	
3	Statistical Specialist II - Acts as overall technical assistant of the Assistant National Statistician (ANS); - Supervises other personnel assigned at the office of ANS and ensures that the efficient delivery of daily tasks; - Supervises the control of all incoming and outgoing documents from the office of the ANS; - Prepares correspondences that are both for internal and external use; - Assists in the review of documents within the service; - Conducts technical and statistical reviews and analysis related to the CBMS implementation; and - Leads in the consolidation of reports of the divisions within the CBSS.	16	1	CTCO-CBSS-OANS	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 of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with Career Service Professional/ Second Level Eligibility	Php38,150.00	Php7,630.00	

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4	Project Development Officer II <ul style="list-style-type: none"> - Leads in the development of CBMS E-learning Management; - Identifies the CBMS-related topics/modules that needs to be developed; - Designs blended learning solutions; - Applies adult learning theories to ensure that learners get the best out of their development; - Coordinates and consults with the concerned personnel/division/service on the development of CBMS E-learning Management; - Prepares timetable of activities for the development of modules that are attuned with the CBMS timetable of activities; - Keeps personal skills and knowledge up to data and exploring opportunities for personal growth; - Participates in the capacity-building and wellness programs of the division. 	15	1	CTCO-CBSS-CBMSPCD	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	Preferably with Career Service Professional/ Second Level Eligibility	Php35,097.00	Php7,019.40	Preferably Bachelor's degree in Education, Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, or other related courses
5	Information Officer II <ul style="list-style-type: none"> - Assists in the development of communication and publicity plans for strategic improvement of information dissemination of PSA Products and Services; - Assists in the formulation of information dissemination policies, and standards including media relations policies for PSA Products and Services; - Implements the systematic submission of statistical materials, giving emphasis to priority of releases; - Conducts research and updates on all printed publications being released by the division including online statistical data service such as website, portal and intranet; - Develops and recommends adequate and effective standards for the various phases of compilation, tabulation and publication of collected data to ensure accuracy, uniformity, and timely presentation of the data in the form of reports, books, journals, and other modes; - Updates and edits manuscripts; - Reviews camera-ready materials prior to transmittal to the printer including copyediting and key marking of manuscripts for typesetting; - Checks and approves blueprints and cover proofs before final printing; - Keeps personal IT skills and knowledge up to data and exploring opportunities for personal growth; and - Participates in the capacity-building and wellness programs of the division. 	15	1	CTCO-CBSS-CBMSPCD	Bachelor's degree	With at least one (1) year of relevant experience	With at least four (4) hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php35,097.00	Php7,019.40	Preferably Bachelor's degree in Mass Communication, Development Communication, Journalism, or other related courses

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6	Information Systems Analyst I - Innovates in terms of streamlining the monitoring processes of the division/service; - Develops the programs/modules assigned, in collaboration with concerned subject matter; - Prepares the detailed documentation of the programs/modules assigned; - Tests and debugs program manually and with the computer; - Makes program modifications as per request of the concerned subject matter; - Designs report/output layouts; - Prepares required logical diagrams, flowcharts; - Assists in statistical operation and coordination; - Keeps personal IT skills and knowledge up to date and exploring opportunities for personal growth; and - Participates in the capacity-building and wellness programs of the division.	12	1	CTCO-CBSS-CBMSPCD	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php27,608.00	Php5,521.60	Preferably Bachelor's degree in Computer Science/Information Technology, Information Systems Management, Business Information Systems, Mathematics, Computer Engineering, or other related courses
7	Statistical Analyst - Assists in the preparation of policy documents and other materials for the CBMS Council as well as other activities relative to the CBMS implementation; - Prepares announcements, press releases, and other advocacy materials for the CBMS; - Prepares technical and administrative reports about the CBMS advocacy, capacity development programs and coordination activities; - Assists in the coordination with PSA field offices and LGUs in the conduct of local CBMS activities; and - Assists in the collaboration with various government agencies, LGUs, academe, and private organizations in the development of policy-relevant outputs from CBMS.	11	2	CTCO-CBSS-CBMSPCD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php25,439.00	Php5,087.80	
8	Administrative Assistant V - Organizes database for Gender and Development; and - Organizes and maintains database on personnel movement and status.	11	1	CRCSO-FAS-HRD	Completion of at least two-year studies in college or High School Graduate with relevant vocational/trade course	With at least 2 years of relevant experience	With at least 8 hours of relevant training	Preferably with Career Service Subprofessional/ First Level Eligibility	Php25,439.00	Php5,087.80	Preferably Bachelor's degree in Computer Science/Information Technology, Statistics, or other related courses

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9	Administrative Aide VI (Clerk III) - Encodes drafts of various correspondence and reports prepared by the supervisor; - Performs liaison functions; - Provides administrative support to the division; - Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules and regulations, and information for dissemination to and/or implementation by the various divisions and units; - Retrieves, cross-checks records for reproduction and authentication; - Monitors and manages supplies of the division; - Monitors outgoing and incoming documents of the division; - Sorts, checks active and in-active records/documents for bookbinding and/or disposal; and - Safekeeps and maintains personnel records.	6	1	CTCO-CBSS-CBMSPCD	Completion of two (2) years studies in college	None required	None required	Preferably with Career Service Subprofessional/ First Level Eligibility	Php16,877.00	Php3,375.40	

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