

PHILIPPINE STATISTICS AUTHORITY  
LIST OF VACANT POSITIONS IN THE FIELD OFFICES  
POSTING PERIOD **19 SEP 2022 TO 04 OCT 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	
<b>TOTAL</b>			<b>36</b>							
1	<p><b>Chief Statistical Specialist</b></p> <p>- Coordinates and exercises control and direction over all aspects and phases of census and survey operations including preliminary processing and tabulation of data for immediate local need; Monitors periodically all phases of operation in the area including the data of local applications and makes necessary recommendation for work improvement; and</p> <p>- Plans pursuant to guidelines set and in coordination with other provincial agencies or local officials statistical programs as maybe needed to support projects of provincial application and recommend their integration to the over-all provincial scheme; Formulates a program of technical assistance to local agencies and offices taking into consideration special and specific needs of the province, its resources and potentials including the setting up of a statistical unit and training of its technical personnel that can undertake special studies for the particular agency office of the province.</p>	24	1	RSSO 03-TARLAC	PSA-CSTATS-187-2015	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 and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	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	<p><b>Chief Statistical Specialist</b></p> <p>- Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his area of assignment; and</p> <p>- Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme.</p>	24	1	RSSO BARMM-BASILAN	PSA-CSTATS-178-2015	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 and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	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
3	<p><b>Chief Statistical Specialist</b></p> <p>- Serves as the administrative and technical head of the provincial statistics office, responsible for directing, conducting and supervising the operations within his area of assignment; and</p> <p>- Plans, pursuant to guidelines set and in coordination with other provincial agencies or local officials, statistical programs as may be needed to support projects of national and local application, and recommends their integration to the overall regional and national scheme.</p>	24	1	RSSO 07-CEBU	PSA-CSTATS-197-2015	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 and data visualization, Four (4) years of which are in position/s involving management and supervision; and has working knowledge in Office software (e.g.) spreadsheet, word processing and presentation)	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
4	<p><b>Statistical Specialist II</b></p> <p>- Takes charge of CRS Serbilis Outlet related concerns; Assists in the preparation of CRASM, preparation of publications, conduct of trainings/seminars and other activities related to civil registration; and</p> <p>- Takes charge of the procurement activities of the Region.</p>	16	1	RSSO NCR-CRASD	PSA-SS2-209-2015	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

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5	<b>Statistical Specialist II</b>  - Collects, edits/reviews, analyzes data;  - Conducts field supervision of statistical activities/operations; prepares cost estimates, workload analysis, financial report, accomplishment reports, narrative reports for each activity;  - Prepares news updates/releases/publications of produced statistical data;  - Conducts trainings on statistical surveys/census and information dissemination activities; 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 NCR-NCR II	PSA-SS2-544-2015	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
6	<b>Statistical Specialist II</b>  - 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 NCR-NCR V	PSA-SS2-523-2015	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  To be detailed at RSSO NCR-SOCD
7	<b>Statistical Specialist II</b>  - Evaluates data produced from censuses and surveys as to precision, consistency and objectivity;  - Reviews narrative/statistical reports; and  - Conducts periodic assessment on status/progress of various operation/activities in the province.	16	1	RSSO 03-PAMPANGA	PSA-SS2-199-2015	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	<b>Statistical Specialist II</b>  - 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 11-SOCD	PSA-SS2-120-2015	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	<b>Administrative Officer III</b>  - 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.	14	1	RSSO 11-CRASD	PSA-ADOF3-570-2015	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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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
10	<b>Accountant I</b> - 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; - 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; - 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 NCR-NCR I	PSA-A1-84-2021	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
11		12	1	RSSO NCR-NCR III	PSA-A1-86-2021	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
12		12	1	RSSO 03-NUEVA ECUA	PSA-A1-106-2021	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
13		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
14		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
15		12	1	RSSO MIMAROPA-PALAWAN	PSA-A1-118-2021	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 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
17		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
18	12	1	RSSO 11-DAVAO DE ORO	PSA-A1-149-2021	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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19	<b>Information Systems Analyst I</b>  - Designs report/output layouts, prepares required logical diagrams, flowcharts; and  - Writes, codes and assembles computer programs instructions using symbolic programming system.	12	1	RSSO 09-SOCD	PSA-INFOSA1-94-2015	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
20	<b>Statistical Analyst</b>  - 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-SOCD	PSA-SA-172-2015	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
21	<b>Statistical Analyst</b>  - 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-455-2015	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
22	<b>Statistical Analyst</b>  - 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 V	PSA-SA-491-2015 PSA-SA-493-2015	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
23	<b>Statistical Analyst</b>  - 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;  - Proofreads generated statistical tables and prepares/maintains statistical database and reports;  - To be assigned as Focal Person for surveys; and  - Supervises hired Statistical Researchers and prepare workload analysis for various surveys/censuses.	11	1	RSSO CAR-KALINGA	PSA-SA-375-2015	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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						EDUCATION	EXPERIENCE	TRAINING		
24	<b>Statistical Analyst</b> - Prepares statistical tables/summary/analysis in preparation for publication/news updates/releases; and  - 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.	11	1	RSSO 07-NEGROS ORIENTAL	PSA-SA-290-2015	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	<b>Statistical Analyst</b> - 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  - Coordinate 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-DAVAO OCCIDENTAL	PSA-SA-342-2015	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	<b>Administrative Officer I</b> - Issues Official Receipts for general fund and trust funds; and  - Balances collection fees from civil registry documents, trust funds and census publications.	10	1	RSSO NCR-NCR III	PSA-ADOF1-521-2015	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
27	<b>Administrative Officer I</b> - 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 02-QUIRINO	PSA-ADOF1-600-2015	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
28	<b>Administrative Officer I</b> - 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-CAVITE	PSA-ADOF1-582-2015	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

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29	<b>Registration Officer I</b>  - 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;  - Screens, evaluates, codes and encodes birth, death and marriage documents from the LCRs; and  - Secures civil registration documents.	10	1	RSSO 13-AGUSAN DEL NORTE	PSA-REGO1-100-2015	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
30	<b>Administrative Assistant III</b>  - 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-LAGUNA	PSA-ADAS3-24-2015	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
31	<b>Assistant Statistician</b>  - 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-CATANDUANES	PSA-ASTAT-152-2015	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
32	<b>Administrative Aide VI (Clerk III)</b>  - 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.	6	2	RSSO NCR-NCR II	PSA-ADA6-235-2015 PSA-ADA6-240-2015	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
33	<b>Administrative Aide VI (Clerk III)</b>  -Takes charge in safekeeping and maintenance of personnel records; types drafts of various report, correspondence, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the provincial office; and  - Assists in the statistical, civil registration, PhilSys, administrative, and other activities of the provincial office, from data collection, processing and dissemination.	6	1	RSSO NCR-NCR V	PSA-ADA6-238-2015	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