

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers
Posting Period: 18 NOV 2022 to 30 NOV 2022

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			11								
1	Project Manager - Oversees all related contracts and projects to PhilSys; - Provides final review and evaluation on project performance using appropriate systems, tools and techniques; - Performs risk management to minimize project risks and strategizes to mitigate delays; - Reports and escalates unresolved issues to management as needed; - Manages the relationship with all client and stakeholders; - Establishes and maintains relationships with third parties/vendors; - Evaluates current documentation and leads the team in improving monitoring and documentation; and - Conducts final checking of all documents needed for acceptance and payment in coordination with the end user.	22	2	PhilSys Project Management Staff	Bachelor's degree relevant to the job	With at least 3 years of relevant experience	With at least 16 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php69,963.00	Php13,992.60	
2	Project Coordinator III - Assists the Project Manager in overseeing major projects related to PhilSys; - Conducts evaluation on project performance using appropriate systems, tools and techniques; - Resolves open action items in vendor registry and reports/escalates to Project Manager (PM) as needed; - Assesses and evaluates the overall progress of module/subsystem developments and monitors the accomplishments of needed documentation in relation to any delays; - Manages the relationship of the PhilSys Project Management Staff (PPMS) unit with the micro team members; - Ensures proper creation and maintenance of comprehensive project documentation; - Facilitates vendor meetings and reviews meeting minutes and registry updates; and - Assists the PM in overseeing documentation for acceptance and payment.	18	2	PhilSys Project Management Staff	Bachelor's degree relevant to the job	With at least 2 years proven work experience as a Project Coordinator or similar role	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php45,203.00	Php9,040.60	

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3	Legal Researcher I - Reviews and identifies provisions in contracts that can be used as basis for decision making; - Evaluates the progress of the assigned module; - Develops and or suggests templates needed for reporting and project monitoring; - Trains and monitors the micro team members in filling up approved reporting template and documentation; - Drafts, reviews and seeks inputs/approval on legal documents and reports as needed in relation to any delay, Service Level Agreement (SLA) Liquidated Damages (LD) or payment of the project; and - Updates vendor registries and assists in meeting documentation.	13	2	PhilSys Project Management Staff	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php29,798.00	Php5,959.60	
4	Project Coordinator I - Regularly attends microteam meetings; - Assists microteams in updating monitoring reports; - Follows up approval on any document released by the PPMS; - Helps in collating and organizing approved documents for LDs and payments from microteams; - Identifies the critical action items to monitor; - Assesses and reviews the assigned microteams' due diligence in accomplishing/updating of needed monitoring trackers and documentation; and - Facilitates the administrative tasks in relation to meeting management of key vendor meetings.	11	2	PhilSys Project Management Staff	Bachelor's degree relevant to the job	None required	None required	Preferably with Career Service Professional/ Second Level Eligibility	Php25,439.00	Php5,087.80	
5	Assistant Statistician - Monitors the submission of survey reports of the Provincial Statistical Offices (PSOs) of National Capital Region and Areas Outside National Capital Region; - Conducts data review of survey reports; and - Assists in the compilation and validation of prices, and rebasing of price indices.	9	3	SSO-ESSS-PSD	Completion of two-year studies in college	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Subprofessional/ First Level Eligibility	Php20,402.00	Php4,080.40	

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