PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers
Posting Period: 0 5 DEC 2022 .to 1 5 DEC 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		10								
1	**Information Systems Analyst III** - Serves as Assistant to the 2022 CAF IT Focal Person; - Performs research, planning, analysis, designing, requirements definition, functional design, development, testing, and implementation of 2022 CAF CAWI, Data Entry and Processing Systems for Non-Household Questionnaires; - Develops programs for evaluation, imputation, tabulation, and database/microdata generation for 2022 CAF data; - Prepares System Process Flows, User's Manual, documentation reports, and PowerPoint Presentations; and - Conducts coordination regularly with Agriculture and Fisheries Census Division (AFCD), Systems Development Division (SDD), and Systems Quality Assurance Division (SQAD) to determine user requirements/system needs, provide IT solutions, process improvement plans, and perform necessary actions.	19	2	CTCO-NCS-AFCD	Bachelor's degree relevant to the job (Computer Science, Information Systems, Computer Engineering, or related field)	With at least 2 years of relevant experience (systems developer)	With at least 8 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php49,835.00	Php9,967.00	- Knowledgeable in Systems Analysis and Design - Extensive experience with different programming languages and relational database management systems, e.g., Java, Python, JavaScript, C#, API Coding, SQL, JSon, JQuery, CSPro etc. - Has a good understanding of advantages and limitations of programming languages and computing problems, and troubleshooting programming errors. - With strong analytical and problem-solving skills
2	**Information Systems Analyst II** - Assists in the research, planning, analysis, designing, requirements definition, and functional design needed for the 2022 CAF Data Entry and Processing Systems for Non-Household Questionnaires; - Develops and test for quality assurance the 2022 CAF CAWI, Data Entry, and Processing Systems; - Assists in the implementation of systems for CAF; - Performs system upgrades and maintenance; - Prepares System Process Flows, User's Manual, documentation reports, and PowerPoint Presentations; - Provides technical training and technical support; and - Conducts coordination regularly with Agriculture and Fisheries Census Division (AFCD), Systems Development Division (SDD), and Systems Quality Assurance Division (SQAD) to determine user requirements/system needs, provide IT solutions, process improvement plans, and perform necessary actions.	16	2	CTCO-NCS-AFCD	Bachelor's degree relevant to the job (Computer Science, Information Systems, Computer Engineering, or related field)	With at least 1 year of relevant experience (systems developer)	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php38,150.00	Php7,630.00	- Knowledgeable in Systems Analysis and Design - Experience with different programming languages and relational database management systems, e.g., Java, Python, JavaScript, C#, API Coding, SQL, JSon, JQuery, CSPro, etc. - Has a good understanding of computing problems and the difficulty of solving them

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3	**Planning Officer II** - Assists in the facilitation of the PSPCC Meetings and other PSPCC-initiated meetings; - Coordinates with the presenters and collate all presentation materials for the PSPCC meeting; - Prepares the provisional agenda, notice of meeting, transcription and minutes of the PSPCC meeting; - Prepares the invitation letter/email to all concerned government agencies for the conduct of the PSPCC meetings and other PSPCC-initiated events; - Prepares the updates of business arising from the PSPCC meetings and coordinate with the concerned Division/Service/Office or agency for the latest updates and developments; - Responds to queries from member agencies and other stakeholders; - Prepares and reviews PSPCC resolutions and facilitate the signing of the same; - Liaises with the Secretariats of the PhilSys Inter-Agency Committees for PSPCC-related concerns; - Cascades all policies, issuances, instructions and documents arising from the PSPCC meetings to the concerned Division/Service/Office or agency; - Ensures that all PSPCC meetings and other PSPCC-initiated activities are documented accordingly; and - Performs other duties and responsibilities in policy formulation and planning as may be assigned by the immediate supervisor.	15	1	PRO-PCMS-PPCD	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php35,097.00	Php7,019.40	Preferably with work experience related to communications, inter-agency coordination, and secretariat functions
4	**Administrative Officer III** **(Cybersecurity Specialist)** - Assists in the performance of crypto-duties as may be assigned by the CSDPS; - Assists in the determination of the means most appropriate to accomplish the delivery of classified message in accordance with the specified precedence and security requirements; - Determines possible security lapses in the existing security protocols on cryptographic matters and classified matters in electronic form; - Recommends to the CSDPS the necessary measures to remedy the possible security lapses as mentioned in No. 3; and - Assists the CSDPS in the performance of his functions under MC No. 196.	14	1	ONS-LS-DPSU	Bachelor's degree relevant to the job	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Professional/ Second Level Eligibility	Php32,321.00	Php6,464.20	

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5	**Administrative Officer II (RC Security Coordinator)** - Assists in the monitoring of compliance of PSA and its stakeholders to the existing security rules and regulations, as well as relevant issuances, and report any violation to the management; - Assists in the review of policies and guidelines on security and ensure its compliance with MC No. 78, as amended; - Drafts and submits compliance reports based on his assessment of PSA and stakeholder compliance on security policies and guidelines; - Determines which matters should be classified and recommend its proper classification to the DPO/SO; - Recommends the propriety of revising or modifying security policies and guidelines, as may be necessary to address any security lapses in the existing security policies as determined by the Cybersecurity Specialist; and - Performs other tasks as may be assigned by the DPO/SO.	11	1	ONS-LS-DPSU	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	
6	**Planning Officer I** - Assists in the facilitation of the PSPCC Meetings; - Assists in the preparation of the provisional agenda, transcription and minutes, and other documentations relevant to the conduct of the PSPCC meetings; - Assists in the preparation of invitation letter/email to the attendees of the PSPCC meeting; - Assists in the preparation of PSPCC resolutions and coordination with other PhilSys Inter-Agency Committees; and - Performs other duties and responsibilities in policy formulation and planning as may be assigned by the immediate supervisor.	11	2	PRO-PCMS-PPCD	Bachelor's degree relevant to the job	None required	None required	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php25,439.00	Php5,087.80	Preferably with work experience related to communications, inter-agency coordination, and secretariat functions

7	**Administrative Assistant II**
	
	- Performs administrative tasks, as may be assigned by the Head (DPO/S.O.);
	
	- Assists in the facilitation of ISC application, by performing the following tasks:
	  a. Receive applications for Interim Security Clearance;
	
	  b. Check the completeness of the application and attachments based on the ISC Checklist of requirements.; and
	
	  c. Endorse applications with complete attachments to the DPSM Security coordinator.
		8	1	ONS-LS-DPSU	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	With at least 1 year of relevant experience	With at least 4 hours of relevant training	Preferably with Career Service Subprofessional/ First Level Eligibility	Php18,998.00	Php3,799.60	