

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers—
Posting Period: 28 SEP 2022 to 08 OCT 2022

NO.	POSITION TITLE	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			17								
1	Statistical Specialist II - Assists in the generation of statistical tables and descriptive statistics from the 2021 Pilot CBMS; - Provides assistance in the preparation of cost standards, implementation, strategies and technical plans for CBMS operations; - Prepares data collection instruments, policies, and procedures for operations; - Coordinates meetings, workshops and fora to consult with various government agencies, LGUs, academe, and private organizations for the improvement of CBMS tools and technologies, as well as to facilitate CBMS implementation; - Assists in the preparation of presentations for the conduct of capacity building programs for LGUs, field enumerators, editors, and supervisors to ensure adoption of statistical standards in the conduct of the CBMS and quality in CBMS data collected; - Assists the technical lead person in the development of the CBMS processing specifications; - Monitors regularly the data collection and validation activities, and provide insights in evaluating CBMS operations; - Reviews edited and verified data collected from CBMS operations for accuracy, consistency, and reasonableness; - Processes the CBMS microdata to assist in the generation of statistics on poverty and other related indicators; - Provides inputs to reports, research, and publications on the CBMS results; - Prepares statistics and metadata to be transmitted in the National CBMS Data bank; 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 2 years demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 16 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php38,150.00	Php7,630.00	

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2	Statistician II - Assists in the preparation of pilot survey report on the Enhancement of the Survey Design of Commercial Stocks Survey (CSS); - Assists in the preparation of pilot survey report on the Enhancement of the Survey Design of Crops Production Survey (CrPS); - Assists in the preparation of research report on the Enhancement of the Survey Design of Commercial Livestock and Poultry Survey (CLPS) ; - Assists in the preparation of research report on the Development of 2023 Geo-enable Master Sample for household-based surveys; - Assists in the preparation of pilot survey report on the Enhancement of the Survey Design of Commercial Stocks Survey (CSS); - Assists in the preparation of documentation report on the Enhancement of the Survey Design of Crops Production Survey (CrPS); - Assists in the preparation of documentation report on the Enhancement of the Survey Design of Commercial Livestock and Poultry Survey (CLPS); and - Assists in the preparation of documentation report on the Development of 2023 Geo-enable Master Sample for household-based surveys.	15	4	ONS-SMU	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 Bachelor's degree in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses With at least 1 year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation) With at least 8 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields
3	Statistical Specialist I - Acts as overall assistant of the Assistant National Statistician; - Serves as document controller of all incoming and outgoing document in the office of the ANS; - Assists in the review and routing of documents within the service; and - Coordinates and assists in the consolidation of reports of the three the divisions (CBSD, CBMS/PCD, GMD).	13	1	CTCO-CBSS-OANS	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 8 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php29,798.00	Php5,959.60	

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4	Statistical Specialist I - Prepares minutes of meetings, letters, presentations, and other materials for the CBMS Council, as well as other activities in relation to CBMS implementation; - Prepares announcements, press release, and advocacy materials for the CBMS; - Provides inputs to the accomplishment reports vis-a-vis the work and financial plan for CBMS implementation of advocacy, capacity development programs, and coordination activities; - Provides support in the monitoring of the implementation of statistical coordination mechanisms with local agencies and LGUs in the areas of statistical standards and classification systems, statistical advocacy, among others; - Assists in the preparation of presentations and other materials which will be used in capacitating LGUs to interpret and generate useful insights from their LGU CBMS data; and - Assists in the coordination with PSA field offices and LGUs in the conduct of local CBMS activities.	13	2	CTCO-CBSS-CBMS PCD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 8 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php29,798.00	Php5,959.60	
5	Statistical Specialist I - Assists in the following: >Preparation of thematic maps based on the 2021 Pilot CBMS result for dissemination; >Coordinating with relevant PSA units on ensuring secure backup and storage of CBMS data in the repository; >Preparation of standard data collection instruments, policies, and procedures for operations; >Implementation and monitoring of the data collection, validation, and dissemination activities; >Review of edited and verified data collected from CBMS operations for completeness, accuracy, consistency, and reasonableness; - Prepares the following: >Minutes, letters, and presentations for the conduct of workshops, fora and meetings leading to the conduct of CBMS; >Necessary inputs in the preparation of reports, research, and publications on the CBMS results; >Necessary inputs in the preparation of announcements and press releases in relation to the CBMS operations; - Processes the CBMS data to generate statistics on poverty and other related indicators; and - Provides inputs to the accomplishment reports vis-a-vis the work and financial plan for CBMS operations.	13	1	CTCO-CBSS-GMD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least 1 year demonstrated ability in data management, analysis and data visualization as well as project management in relation to the conduct of research or statistical surveys; and has working knowledge in Office software (e.g. spreadsheet, word, processing and presentation)	With at least 8 hours of training preferably on statistical methods, tools, project management, processes and/or other related fields	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php29,798.00	Php5,959.60	

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6	Statistical Analyst - Provides necessary inputs in the preparation of data collection instruments for operations; - Prepares announcements and press releases in relation to CBMS operations; - Assists in the following: >Coordination with PSA field offices and LGUs in the conduct of CBMS; >Monitoring and implementation of the data collection, validation, and dissemination activities; >Preparation of minutes, letters, and presentations for the conduct of capacity building programs, workshops, fora, and meetings on CBMS; >Processing of CBMS data to generate poverty statistics and other indicators; >Preparation of reports, research, and publications on the CBMS results; >Monitoring of 3rd party service provider compliance to CBMS standard protocols and preparation of documents for possible accreditation; and - Edits and verifies the data collected from CBMS operations for completeness, accuracy, consistency, and reasonableness.	11	2	CTCO-CBSS-CBSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php25,439.00	Php5,087.80	
7	Statistical Analyst - Assists in the preparation of policy documents and other materials for the CBMS Council as well as other activities in relation to CBMS implementation; - Prepares announcements, press releases, and advocacy materials for the CBMS; - Prepares technical and administrative reports about CBMS advocacy, capacity development programs, and coordination activities; - Prepares reference materials for the conduct of training programs for LGUs to help them interpret and generate useful insights from their LGU CBMS data; - Assists in the coordination with PSA field offices and LGUs in the conduct of local CBMS activities; - Drafts and designs various Information and Education Campaign materials on the 2022 CBMS operation and 2021 Pilot CBMS result; and - Assists in the monitoring of 3rd party service provider compliance to CBMS standard protocols and preparation of documents for possible accreditation.	11	2	CTCO-CBSS-CBMS-PCD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php25,439.00	Php5,087.80	

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8	Statistical Analyst - Assists in the processing of export and import, and any other administrative-based statistics which includes data entry, coding, and editing; - Assists in verifying and validating electronic data files from BOC and other data sources; and - Assists in the preparation of the Domestic Trade Survey (DTS) questionnaire and operational manual.	11	2	SSO-ESSS-TSD	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Preferably with at least Career Service Professional/ Second Level Eligibility or its equivalent	Php25,439.00	Php5,087.80	
9	Assistant Statistician - Prepares administrative reports and documents to facilitate procurement of supplies, materials, and equipment to facilitate division operations and CBMS operations; - Prepares/Monitors documents of the division in compliance to Quality Management System (QMS); - Assists in the following: >Preparation of announcements, press releases, and advocacy materials for the CBMS; >Preparation of technical reports about CBMS operations; >Preparation and reproduction of materials for the meetings, workshops, and fora on CBMS; >Data collection and validation activities, and evaluation of CBMS operations; >Editing and verifying the data collected from CBMS operations for completeness, accuracy, consistency, and reasonableness; >Coordination with PSA field offices and LGUs in the conduct of CBMS activities; - Archives important files of the division; and - Monitors the inventory of equipment and supplies of the division.	9	1	CTCO-CBSS-CBSD	Completion of two-year studies in college	With at least 1-year relevant experience	With at least 4 hours relevant training	Preferably with at least Career Service Sub-professional/ First Level Eligibility or its equivalent	Php20,402.00	Php4,080.40	

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10	Administrative Assistant II - Assists the immediate supervisor in the discharge of functions, related to personnel matters, record-keeping, mailing/shipping operations, procurement, and maintenance of office supplies/equipment and general services; - Keeps and maintains all files (memoranda, correspondence, reports), keeps calendar of appointments of the division chief, and keeps backups and maintains all files relevant to QMS; - Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to the concerned staff; - Screens incoming routine papers requiring signature of division chief (for proper endorsement, certification and attachments); - Transcribes all documents such as correspondence, reports, etc. into electronic form; - Prepares documents and monitor compliance of the division to the Quality Management System (QMS) Standards; - Maintains and generate reports on the Quality Workplace Standards; - Implements methods in compliance to the Internal Quality Audit findings and observations; and - Assists the immediate supervisor in monitoring personnel compliance with existing policies and rules.	8	1	CTCO-CBSS-CBMS-PCD	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Preferably with at least Career Service Sub-professional/ First Level Eligibility or its equivalent	Php18,998.00	Php3,799.60	Preferably has an associate degree in office administration, financial management, computer programming or other related courses