

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 26 FEBRUARY 2021

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
TOTAL		22							
Senior Statistical Specialist - Coordinates the accomplishment of questionnaires, data requests and requests for comments from international bodies and National Statistical Institutes; - Organizes ICU-led events and monitors the work and financial plan of the unit.	19	1	ONS-ICU	PSA-SRSTATS-76-2015	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 training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews, evaluates and analyzes data and prepares statistical reports; - Supervises the implementation of the unit's work program; - Assists in the preparation of the work programs and financial plans of the division related to the conduct of survey.	19	1	SSO-ESSS-FSD	PSA-SRSTATS-150-2015	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 training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Senior Statistical Specialist - Reviews, evaluates and analyzes data relative to theories, techniques and methodologies for the improvement of the statistical system related to the division; - Assists in the preparation of the work and financial plan of the division; - Serves as technical head in the preparation of survey instruments relative to the conduct of statistical activities of the division including joint research projects with local and foreign statistical and research agencies.	19	1	SSC-MAS-PAD	PSA-SRSTATS-80-2015	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 training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Senior Statistical Specialist - Supervises and monitors the development, compilation, consolidation, generation and updating of appropriate frameworks for satellite accounts on the assigned sector and/or subject matter; - Reviews and evaluates the technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the divisions.	19	1	SSO-MAS-SAD	PSA-SRSTATS-152-2015	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 training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 12 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Information Systems Analyst II - Responsible in monitoring, managing and maintaining windows and linux servers; - Implements plans and programs for data centers and servers.	16	1	CTCO-ITDS-SOIC	PSA-INFOSA2-74-2015	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	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat. Preferably Bachelor's degree in Information Technology and other related courses
Statistical Specialist II -Provides recommendations leading to the update, amendment or revision of the statistical standards and assist in the conduct of researches on improvement of these statistical standards -Undertakes research and analytical studies for the development and improvement of statistical concepts and definitions, and other statistical standards	16	1	CTCO-SS-SPPD	PSA-SS2-395-2015	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 training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Prepares periodic reports on progress of project activities and accomplishments of divisions/services, translates literal information to numerical information and vice-versa.	16	1	ONS-PMS	PSA-SS2-78-2015	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 training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Specialist II -Conducts methodological and analytical studies for improvement of statistical processes; -Prepares dissemination materials to present key findings of conducted research studies, and training/workshop materials for the transfer of knowledge on new methodologies/procedures for implementation;	16	1	ONS-SMU	PSA-SS2-74-2015	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 training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Prepares statistical reports/articles, memoranda, resolution, letters and other official documents related to the output of the division. - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division.	16	1	SSO-MAS-PAD	PSA-SS2-81-2015	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 training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist II - Generates, compiles, consolidates and updates statistics/indicators on the assigned subject matter; - Prepares statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; - Assists in the coordination of activities and deliverables of the technical and interagency committees assigned to the division.	16	1	SSO-SSSS-SDSD	PSA-SS2-89-2015	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 training preferably on statistical methods, tools, project management, processes and other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Officer III - Assists in supervising the requisitioning, canvassing, issuing and recording, storekeeping of equipment, supplies and materials, and reviews/checks invoices and other supporting papers required for the payment of items delivered; - Undertakes the physical inventory and listing of unserviceable equipment/vehicles for disposal.	14	1	CRCO-FAS-GSD	PSA-ADOF3-557-2015	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	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Registration Officer II - Supervises and monitors the day to day operation of the staff engaged in the screening, editing and evaluation of civil registry documents submitted by the office of the Local Civil Registrar; - Prepares reports and Performance Ratings of employees.	14	1	CRCSO-CRS-CRSD	PSA-REGO2-69-2015	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	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Coordinates the gathering of materials as inputs for the preparation of guidelines and criteria on the formulation of the Philippine Statistical Development Program; - Provides the administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation.	13	2	CTCO-SS-SPPD	PSA-SS1-108-2015 PSA-SS1-29-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one (1) year 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 eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I - Assists in the preparation of survey clearance, questionnaire design, operations and data processing manuals, table and edit specifications, budget estimates including logistic activities such as printing of questionnaires, training supplies, and mailing and shipment of survey materials during preparatory stage of establishment-based surveys; - Assists in the compilation of exported data files, SFR, CCK, weighted tables, unweighted tables, suppressed, unsuppressed.	13	1	SSO-ESS5-4SD	PSA-SS1-67-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one (1) year 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 eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Specialist I - Assists in the preparation of statistical reports; - Processes and tabulates survey data/admin-based data; - Gathers information as inputs for the preparation of reports; - Prepares drafts of statistical reports; - Organizes and updates databases of the division.	13	1	SSO-MAS-ENRAD	PSA-SS1-155-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one (1) year 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 eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Specialist I -Assists in the preparation of statistical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division; -Processes and tabulates survey data/admin-based data;	13	1	SSO-ESSS-PSD	PSA-SS1-119-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	With at least one (1) year 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 eight (8) hours training preferably on statistical methods, tools, project management, processes and/or other related field	With at least CS Professional/ Second Level Eligibility	Preferably with at least 8 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Statistical Analyst - Collects, organizes and reviews data for the generation of estimates of the appropriate frameworks for satellite accounts; - Conducts researches and collects data and information as inputs in the preparation of technical reports/articles, memoranda, resolutions, letters and other official documents related to the output of the division.	11	1	SSO-MAS-ENRAD	PSA-SA-359-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistical Analyst <ul style="list-style-type: none"> - Collects and compiles statistical data. - Maintains the statistical data files of the unit/division; - Gathers information as inputs for the preparation of reports; - Assists in the organization and updating of databases of the division; - Assists in the preparation of statistical reports. 	11	1	SSO-SSSS-EDSD	PSA-SA-171-2015	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Planning Officer I <ul style="list-style-type: none"> -Assists in the research for formulation of plans, programs and activities related to Philsys - Assists in the research for new technology and best practices in the implementation of digital ID project 	11	1	PRO-PCMS-PPCD	PSA-PLO1-26-2019	Bachelor's degree relevant to the job	None required	None required	With at least CS Professional/ Second Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Administrative Aide VI (Clerk III) <ul style="list-style-type: none"> - Receives and controls queries concerning civil registry documents; - Compiles and files office correspondence, letters, endorsements, circulars, office orders, and other reference materials; and - Assists clients for their queries concerning civil registry documents 	6	1	CRCO-CRS-CRMD	PSA-ADA6-71-2015	Completion of two (2) years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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Statistician Aide - Assists in the verification of data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy consistency, and other reasonableness data; - Assists in summarization of data for accuracy of entries and of totals; assists in the computation of simple statistical measures by utilizing established formulas; - Assists in tabulation and/or preparation of statistical charts, graphs, and other devices.	4	1	CTCO-NCS-PHCD	PSA-STATA-46-2015	Completion of 2 years studies in college	None Required	None Required	With at least CS Subprofessional/ First Level Eligibility	Preferably with at least 4 hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat