

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 | |
| TOTAL | | | 36 | | | | | | | |
| 1 | Chief Statistical Specialist - 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 - 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. | 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 | Chief Statistical Specialist - 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 - 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. | 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 | Chief Statistical Specialist - 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 - 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. | 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 | Statistical Specialist II - 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 - Takes charge of the procurement activities of the Region. | 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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| | | | | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| 5 | Statistical Specialist II - 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 | Statistical Specialist II - 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 | Statistical Specialist II - 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 | Statistical Specialist II - 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 | Administrative Officer III - 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 |