

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS IN THE CENTRAL OFFICE
POSTING PERIOD 21 APR 2025 TO 01 MAY 2025

Reference No.25FAS02-POV-CO-04-20

No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
	TOTAL		38							
1	Information Officer IV - Prepare communication and publicity plans for strategic improvement of dissemination of the PSA products and services; - Evaluate and recommend information policies and standards including media relations policies for PSA Products and Services; - Assist in establishing processes, strategies, and systems that sustain and enhance the creation, storage, assessment, sharing, and refinement of knowledge within the PSA; and - Assist in the development and establishment of KM framework and its processes to ensure relevant KM practices are developed and strengthened.	22	1	CTCO-ITDS-KMCD	PSA-INFO4-60-2015	Bachelor's degree	3 years of relevant experience	16 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 Preferably Bachelor's degree in Communication or Public Administration.
2	Information Technology Officer II - Assist the division chief in coordinating with Management Committee members; - Supervise and coordinate the work of all teams/personnel in the division; - Plan the development and implementation of innovative procedures and techniques for the efficient and effective day-to-day operation in the division; - Evaluate individual performance of the division staff and provide coaching and/or mentoring with regards to the performance of their assigned tasks; - Conduct, evaluate, and analyze feasibility studies and research on improvement of quality assurance processes; and - Echo or cascade acquired knowledge from trainings/workshops/study visits/seminars.	22	1	CTCO-ITDS-SOID	PSA-ITO2-58-2015	Bachelor's degree relevant to the job	3 years of relevant experience	16 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
3	Information Technology Officer I - Assess devices and systems for compliance with certification and integration standards, ensuring adherence to regulations; - Design, develop, and implement secure APIs and protocols to seamlessly integrate relying parties into the PSA ecosystem, leveraging programming expertise to ensure safe and efficient data exchange mechanisms; - Coordinate with internal teams and external stakeholders to facilitate communication and information exchange for certification and integration processes; - Monitor performance of certified devices and relying party integrations, identifying, and addressing any issues promptly; and - Apply knowledge of emerging programming languages, frameworks, and development methodologies, to innovate, streamline device certification, and relying party integration processes.	19	1	PRO-SISS-DCRPID	PSA-ITO1-55-2021	Bachelor's degree relevant to the job	2 years of relevant experience	8 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

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4	Information Systems Analyst II - Implement data controls, standards, and strategies in the management of data assets, registers, macrodata/microdata databases, and relevant metadata; - Perform administration of the macrodata/microdata databases, data archiving, and preservation facility; and - Assist data owners in the preparation and submission of macrodata/microdata (PUFs and raw data) and relevant metadata.	16	1	CTCO-ITDS-RDMD	PSA-INFOSA2-83-2015	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
5	Information Systems Analyst II - Participate in all phases of the software development lifecycle (SDLC), including requirements gathering, design, development, testing, deployment, and maintenance; - Write clean, well-documented, and efficient code adhering to coding standards and best practices; - Lead a small project or the development of assigned features or modules within a project, ensuring to meet deadlines and specifications; and - Conduct code reviews for junior developers, and provide constructive feedback and guidance.	16	1	CTCO-ITDS-SDD	PSA-INFOSA2-70-2015	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
6	Information Systems Analyst II - Conduct cybersecurity testing including, but not limited to, conduct of VAPT, PIA and other of similar tasks.	16	1	PRO-SISS-ICD	PSA-INFOSA2-66-2021	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
7	Statistical Specialist II - Research and document policy uses of CBMS results, assess user feedback, and conduct regular evaluations to enhance the efficiency, effectiveness, and sustainability of CBMS initiatives; - Analyze data and identify key performance indicators (KPIs) to gauge CBMS program success; - Collaborate with stakeholders to establish clear evaluation objectives and criteria for CBMS implementation; - Provide input and suggestions for program improvements on CBMS implementation based on evaluation findings; - Establish monitoring mechanisms to evaluate and improve CBMS policies while ensuring adherence to ethical guidelines and data privacy standards; - Develop comprehensive training modules and instructional resources to enhance the capacity of CBMS stakeholders to utilize data from the CBMS; and - Design and implement reports and visualizations to communicate CBMS data insights to various stakeholders effectively.	16	1	CTCO-CBSS-PCD	PSA-SS2-4-2021	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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8	Statistical Specialist II - Compile, consolidate, generate, update, and analyze the estimates of the assigned sector and/or subject matter of the expenditure side, and integrate and consolidate the National and Regional Accounts and other related accounts and indicators; and - Assist in the coordination of activities and deliverables of the technical and interagency committees assigned to the division.	16	1	SSO-MAS-EAD	PSA-SS2-273-2015	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	Information Officer II - Develop webpages and provide assistance to Content Managers; - Maintain the website and other online dissemination systems; - Assist in formulating and implementing website policies and other online dissemination systems; - Back up website and other online dissemination system files and databases; and - Prepare website analytics reports.	15	1	CTCO-ITDS-KMCD	PSA-INFO2-68-2015	Bachelor's degree	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
10	Project Development Officer II - Assist in the relying parties' regulatory onboarding by facilitating the evaluation of submitted documents from private Institutions; - Assist in answering inquiries from private institutions regarding the relying parties' regulatory onboarding; - Assist in the conduct of activities related to the relying parties' regulatory onboarding such as but not limited to IECs, webinars, and roadshows, among others; - Draft presentation materials, concept notes, briefers, budget and planning forms, and reports; - Assist in the preparation of functional documents such as guidelines, handbooks, resolutions, advisories, or memoranda; and - Provide administrative support in the conduct of the plans and activities of the division.	15	1	PRO-UCDMS-FPSUCD	PSA-PDO2-85-2021	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
11	Registration Officer II - Perform identity validation and deduplication through manual adjudication and manual verification over demographic and biometric information using technical solutions in the PhilSys back-end identity registration; and - Review the consistency of results of identity validation comprising manual adjudication and manual verification, and conduct a further examination, analysis, and evaluation of the biometric and demographic data of the applicant against each matching candidate as needed.	14	1	PRO-ROS-IVD	PSA-REG02-30-2021	Bachelor's degree	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

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12	Statistical Specialist I - Review and maintain evaluated geographic database and maps for CBMS purposes; - Assist in the update, monitoring, and implementation of policies and standards in geospatial matters in the implementation of CBMS; - Prepare workload and budget requirements for mapping activities; - Consolidate reports from PSA field offices on the status on geotagging activities at the local level; - Assist in the geotagging initiatives and other related activities of the division; - Provide assistance in the coordination of GIS-related projects related to the CBMS; and - Coordinate workshops, meetings, and for a relating to GIS-related activities in CBMS.	13	1	CTCO-CBSS-GMD	PSA-SS1-7-2022	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Eight (8) 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
13	Statistical Specialist I - Assist in the preparation of survey clearance, questionnaire design, operations and data processing manuals, table and edit specifications, budget estimates; and - Assist in the generation, analysis, review and preparation of statistical reports.	13	1	SSO-ESSS-ISD	PSA-SS1-88-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Eight (8) 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
14	Statistical Specialist I - Review the data collected and assist in the compilation, consolidation, generation, updating, and analysis of estimates of the assigned sector and/or subject matter of agricultural accounts, indicators, and the socioeconomic statistics related to agriculture and fishery sector; and - Provide technical and administrative inputs in the preparation of technical reports/articles, memoranda, resolutions, letters, and other official documents related to the output of the division.	13	1	SSO-MAS-AAD	PSA-SS1-149-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Eight (8) 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
15	Statistical Specialist I - Review the data collected and assist in the compilation, consolidation, generation, updating, and analysis of estimates of the production side of the macroeconomic accounts; and - Provide inputs in the preparation of technical reports/articles, memoranda, resolutions, letters, and other official documents.	13	1	SSO-MAS-PAD	PSA-SS1-84-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Eight (8) 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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16	Information Systems Analyst I - Perform the testing procedures for the quality assurance of information systems and outsourced software; and - Assist in the preparation of all required documentation and reports of the quality assurance processes.	12	1	CTCO-ITDS-SQAD	PSA-INFOSA1-86-2015	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17	Information Systems Analyst I - Assist with the design, development, and implementation of secure APIs, systems, and protocols; - Support programming efforts to ensure secure and efficient data exchange; - Support biometric device certification and relying party integration activities, including assisting with authentication services; and - Contribute to the preparation of technical documentation for device certification, relying party integration, and authentication services.	12	1	PRO-SISS-DCRPID	PSA-INFOSA1-70-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
18	Librarian I - Assist in the formulation of library policies and establish rules and regulations; - Attend to client services related to data inquiries and requests, sales, and fulfillment of orders for PSA statistical products and services and update client/customer and contact information profile; - Implement promotional materials and brochures for special events (e.g. exhibits, convention, workshops) including communication media such as Infographics and data visualization with other divisions; - Review, record, and label current acquisition of publications; and - Catalogue and classify books and indexes according to generally accepted systems.	11	1	CTCO-ITDS-KMCD	PSA-LIB1-72-2015	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	None required	None required	RA 1080	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19	Project Development Officer I - Assist in the development and implementation of the division's use cases for the National ID; - Assist in the relying parties' regulatory onboarding by facilitating the initial checking of submitted documents from private institutions; - Assist in the conduct of activities for the promotion of the National ID Authentication services such as but not limited to IECs, webinars, and roadshows, among others; - Prepare minutes of the meeting, evaluation, and feedback reports of customer/client satisfaction surveys; and - Respond to email inquiries and forward concerns to the relevant division/personnel with the approval of the heads.	11	1	PRO-UCDMS-FPSUCD	PSA-PDO1-85-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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20	Project Development Officer I - Assist the division in the engagement of relying parties/potential relying party of the National ID from the government sector; - Assist in the development of presentation materials for meetings and workshops for government service use cases; - Assist in the evaluation of submitted documents from agencies for regulatory onboarding; - Prepare activity documentation, post-activity reports, and similar documents that may be requested; and - Perform other functions as may be assigned and needed by the unit/division.	11	1	PRO-UCDMS-GSUCD	PSA-PDO1-82-2021	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21	Statistical Analyst - Edit, verify, and analyze census/survey and administrative reports for accuracy and completeness, and reasonableness; - Prepare press releases, special releases, fact sheets from data produced from censuses/surveys and administrative reports; and - Generate statistical tables and draft analysis of data produced from censuses/surveys and administrative reports.	11	1	CRCO-CRS-VSD	PSA-SA-315-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
22	Statistical Analyst - Prepare necessary inputs (statistical tables, documentation reports, graphs, worksheets, forms, etc.) for the development and maintenance of sampling frame or for inputs in the development of sampling design; and - Generate list of samples for household-based surveys, and agriculture and fisheries surveys and assist in the development of geospatial database for sampling frames.	11	1	CTCO-NCS-CPCD	PSA-SA-178-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
23	Statistical Analyst - Assist in reviewing surveys and censuses under the Statistical Survey Review and Clearance System (SSRCS); - Contribute to the preparation of recommendations aimed at enhancing critical areas of surveys and censuses under the SSRCS; - Prepare draft statistical and technical reports for the division; - Perform basic statistical analyses, including descriptive statistics; - Assist in researching statistical standards for official statistics, frameworks, and related topics; - Maintain the monitoring sheet and database for projects within the division; - Prepare draft presentations using Canva, Prezi, or other presentation applications/software; and - Attend and participate in trainings conducted for censuses and surveys.	11	1	CTCO-SS-SSD	PSA-SA-402-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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24	Statistical Analyst - Validate, analyze, and compile survey and administrative-based data; and - Assist in the preparation of statistical reports such as publication and special releases including lay-out of publication and conversion to PDF.	11	1	SSO-ESSS-ISD	PSA-SA-349-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
25	Statistical Analyst - Compile, analyze, and generate statistical data on livestock and poultry commodities; - Gather information as inputs for the preparation of reports; and - Prepare statistical reports.	11	1	SSO-ESSS-LPSD	PSA-SA-191-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
26	Statistical Analyst - Collect, organize, and review data for the generation of estimates of the assigned sector and/or subject matter of agricultural accounts, indicators, and the socioeconomic statistics related to agriculture and fishery sector; and - Conduct researches and collect 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-AAD	PSA-SA-199-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
27	Statistical Analyst - Collect and compile statistical data; - Maintain the statistical data files of the unit/division; - Gather information as inputs for the preparation of reports; - Assist in the organization and updating of databases of the division; and - Assist in the preparation of statistical reports.	11	1	SSO-SSSS-DHSD	PSA-SA-397-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
28	Statistical Analyst - Assist in the processing of survey data/admin-based data including checking completeness in consistency; - Collect and compile statistical data; and - Assist in the preparation of statistical reports.	11	1	SSO-SSSS-LSRSD	PSA-SA-165-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat (To be assigned at SSO-SSSS-LDRSSD)
29	Registration Officer I - Prepare communication for the Local Civil Registry Offices concerning on the submitted civil registry documents and other related inquiries from stakeholders; - Prepare concept notes, narrative, and other administrative reports pertaining to the conduct of civil registration activities; and - Screen and evaluate registered civil registry documents undergone administrative and judicial processes.	10	1	CRCO-CRS-CRMD	PSA-REGO1-79-2015	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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30	Assistant Statistician - Assist in the gathering of materials as inputs for the preparation of guidelines and criteria in the designation and modification of critical statistics and indicators, implementation of monitoring and evaluation system, consolidation of reports, and formulation of recommendations on the implementation of the system of designated statistics; and - Assist in the provision of administrative and logistics requirements for the evaluation of statistics to be designated including the agency responsible for its generation.	9	1	CTCO-SS-SPPD	PSA-ASTAT-54-2015	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
31	Administrative Assistant II - Keep and maintain all files (memoranda, correspondence, reports); and - Receive and keep log of all incoming/outgoing (phone, mail, fax, etc.) and transmit messages to concerned staff.	8	2	CRCO-CRS-CRMD	PSA-ADAS2-82-2015 PSA-ADAS2-84-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
32	Administrative Assistant II - Assist 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; and - Assist the immediate supervisor in the preparation of administrative reports and communication.	8	1	CRCO-CRS-CRSD	PSA-ADAS2-71-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
33	Administrative Assistant II - Receive and control documents and communications; - Assist 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; - Assist the immediate supervisor in the preparation of administrative reports and communication; and - Assist the immediate supervisor in monitoring personnel compliance with existing office rules and policies.	8	1	CRCO-FAS-HRD	PSA-ADAS2-90-2015	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
34	Internal Auditing Assistant - Under immediate supervision, assist internal auditors in the conduct of internal audit; and - Does related work.	8	1	ONS-IAD	PSA-IAAS-5-2015	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional)/ First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

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35	Administrative Aide VI (Clerk III) - Receive and control queries concerning civil registry documents; - Compile and file office correspondence, letters, endorsements, circulars, office orders, and other reference materials; and - Assist clients for their queries concerning civil registry documents.	6	1	CRCO-CRS-CRMD	PSA-ADA6-55-2015	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
36	Administrative Aide VI (Clerk III) - Monitor and control incoming and outgoing office supplies of the Division; - Assist in the preparation of request for supplies, materials, and coordinate the delivery to the CRS Metro Manila Outlets; - Collect all documents and communications from different units and deliver to other concern units or archives; - Assist the Vault Administrator in the cash collection from collecting officers and generating Accounting Reports; and - Assist the clients on the problems, issues, and concerns in the frontline operations and related civil registration matters.	6	1	CRCO-CRS-CRSD	PSA-ADA6-50-2015	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
37	Administrative Aide VI (Clerk III) - Conduct of physical inventory/count of Property, Plant and Equipment (PPEs), and Semi-expendable; - Encode property inventory report; - Upload signed documents: Property Acknowledgement Receipt (PAR); Inventory Custodian Slip (ICS), and Returned Receipt of Equipment (RRE); - Assist in updating of Property, Plant and Equipment (PPEs) records to Legacy System; - Assist in the conduct of inventory of unserviceable PPE/semi-Expendable PPE (PSA Warehouse); - Assist in the hauling of Unserviceable PPE/Equipment; - Assist in tagging of PPEs/Semi-expandable stickers and asset tag; and - Perform duties as liaison officer.	6	1	CRCO-FAS-GSD	PSA-ADA6-223-2015	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat