

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

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		68							
1	Supervising Statistical Specialist - Assist in planning, directing, and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; and - Assess periodically all phases of operation in the province, ensure that established field techniques and procedures in data/document collection, compilation and submission of questionnaires/documents are strictly implemented within the prescribed timetable.	22	1	RSSO 05-MASBATE	PSA-SVSTATS-94-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Four (4) 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)	Thirty-two (32) 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
2	Supervising Statistical Specialist - Assist in planning, directing, and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; and - Assist/Plan/Develop work programs and procedures of all statistical operations and coordinate with other Regional Line Agencies (RLAs), LGUs, Academe, and Private Sectors in the implementation and monitoring of statistical activities, policies and programs at the subnational level.	22	1	RSSO 09-ZAMBOANGA DEL SUR	PSA-SVSTATS-97-2015	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	Four (4) 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)	Thirty-two (32) 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
3	Senior Statistical Specialist - Prepare CBMS implementation plans, staff assignments, and monitoring reports; - Coordinate with the city and municipal statisticians, LGUs, and other stakeholders at the regional and provincial levels in the implementation of the CBMS, including geotagging activities; - Serve as trainer/resource person in the capacity building programs for LGUs and CBMS enumerators to ensure consistent understanding and use of concepts, definitions, classification systems, and procedures in the CBMS; - Implement capacity building programs for LGUs and CBMS data collectors, field editors/supervisors, and data processors to ensure consistent understanding and use of concepts, definitions, classification systems, and procedures in the CBMS; - Prepare and recommend strategies relevant to the region/provinces/specific areas to advocate the CBMS and encourage responses to the CBMS; - Provide technical assistance to LGUs in the interpretation of CBMS results and enhanced use and harmonization of local level information systems; - Cascade CBMS Council directives, policies, guidelines, and circulars to LGUs and other local stakeholders of CBMS; and - Assist in performing activities related to provincial product accounts (PPA).	19	1	RSSO 08-NORTHERN SAMAR	PSA-SRSTATS-44-2022	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Twenty-four (24) 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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4	Senior Statistical Specialist - Assist in planning, directing, and coordinating all aspects and phases of census/survey operations including civil registration activities in the province; - Coordinate with the city and municipal statisticians, LGUs, and other stakeholders at the regional and provincial levels in the implementation of the CBMS, including geotagging activities; - Serve as trainer/resource person in the capacity building programs for LGUs and CBMS enumerators to ensure consistent understanding and use of concepts, definitions, classification systems, and procedures in the CBMS; - Implement capacity building programs for LGUs and CBMS data collectors, field editors/supervisors, and data processors to ensure consistent understanding and use of concepts, definitions, classification systems, and procedures in the CBMS; and - Assist in performing activities related to provincial product accounts (PPA).	19	1	RSSO 11-DAVAO ORIENTAL	PSA-SRSTATS-54-2022	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Twenty-four (24) 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
5	Senior Statistical Specialist - Prepare CBMS implementation plans, staff assignments, and monitoring reports; - Coordinate with the city and municipal statisticians, LGUs, and other stakeholders at the regional and provincial levels in the implementation of the CBMS, including geotagging activities; - Serve as trainer/resource person in the capacity building programs for LGUs and CBMS enumerators to ensure consistent understanding and use of concepts, definitions, classification systems, and procedures in the CBMS; - Implement capacity building programs for LGUs and CBMS data collectors, field editors/supervisors, and data processors to ensure consistent understanding and use of concepts, definitions, classification systems, and procedures in the CBMS; - Prepare and recommend strategies relevant to the region/provinces/specific areas to advocate the CBMS and encourage responses to the CBMS; - Provide technical assistance to LGUs in the interpretation of CBMS results and enhanced use and harmonization of local level information systems; - Cascade CBMS Council directives, policies, guidelines, and circulars to LGUs and other local stakeholders of CBMS; and - Assist in performing activities related to provincial product accounts (PPA).	19	1	RSSO CAR-MOUNTAIN PROVINCE	PSA-SRSTATS-27-2022	Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses	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)	Twenty-four (24) 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	
6	Statistical Specialist II - Assist 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 the form of special releases, reports, etc.; - Conduct/Supervise trainings on statistical surveys/census and information dissemination activities; and - Prepare cost estimates, workload analysis, financial report, accomplishment reports, and narrative reports for each activity.	16	1	RSSO 03-SOCD	PSA-SS2-287-2015	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
7	Statistical Specialist II - Assist 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 the form of special releases, reports, etc.; - Conduct/Supervise trainings on statistical surveys/census and information dissemination activities; and - Prepare cost estimates, workload analysis, financial report, accomplishment reports, and narrative reports for each activity.	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 - Generate, verify, analyze, and prepare Vital Statistics reports for with accuracy, completeness, and reasonableness; - Supervise Davao City CRS Outlet ensuring operational efficiency in compliance with Laws and Regulations; and - Client Service Management maintaining high client satisfaction.	16	1	RSSO 11-CRASD	PSA-SS2-414-2015	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 Preferably with two (2) years meaningful experience in Civil registration Preferably with sixteen (16) hours training on civil registration matters
9	Statistical Specialist II - Assist in the making of plans, develop, and direct a program of activities for the collection, analysis, and tabulation of data; and - Assist 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 12-SULTAN KUDARAT	PSA-SS2-313-2015	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
10	Statistical Specialist II - Edit, verify, analyze survey reports for accuracy, completeness and reasonableness and prepare periodic reports on progress of project activities and accomplishment of the province; and - Assist in the making of plans, develop, and direct a program of activities for the collection, analysis, and tabulation of data.	16	1	RSSO BARMM-TAWI-TAWI	PSA-SS2-360-2015	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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11	Accountant I - Certify availability of funds of all money claims in the concerned province; - Examine, verify, and review purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations; - Ensure that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account; - Prepare and certify the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and - Provide technical advice on financial matters and prepare/review various financial correspondence for the signature of the head of the office.	12	1	RSSO CAR-BENGUET	PSA-A1-91-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
12		12	1	RSSO 02-BATANES	PSA-A1-99-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
13		12	1	RSSO 02-NUEVA VIZCAYA	PSA-A1-102-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
14		12	1	RSSO 03-BULACAN	PSA-A1-105-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
15		12	1	RSSO 03-PAMPANGA	PSA-A1-107-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
16		12	1	RSSO 03-ZAMBALES	PSA-A1-109-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
17		12	1	RSSO MIMAROPA-MARINDUQUE	PSA-A1-115-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
18		12	1	RSSO MIMAROPA-OCCIDENTAL MINDORO	PSA-A1-116-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
19		12	1	RSSO MIMAROPA-ROMBLON	PSA-A1-119-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
20		12	1	RSSO 08-SAMAR	PSA-A1-139-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
21		12	1	RSSO 13-SURIGAO DEL SUR	PSA-A1-162-2021	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)	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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22	Statistical Analyst - Assist in the field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO NCR-SOCD	PSA-SA-172-2015	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 the field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO NCR-NCR IV	PSA-SA-482-2015	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
24	Statistical Analyst - Review edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency, and completeness of entries; - Assist in the computation of statistical measures and indices for data produced; and - Prepare statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	2	RSSO 04A-QUEZON	PSA-SA-212-2015 PSA-SA-223-2015	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 - Review edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency, and completeness of entries; and - Assist in the computation of statistical measures and indices for data produced and prepare statistical tables/summary/analysis in preparation for publication/news updates/releases.	11	1	RSSO 06-ILOILO	PSA-SA-109-2015	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 - Assist in the field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region; and - Review and edit census and survey schedules, questionnaires, forms and documents, including machine data processing editing of errors, consistency and data completeness check.	11	1	RSSO 07-SOCD	PSA-SA-110-2015	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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27	Statistical Analyst - Assist in the field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region; - Help institute efficient methods, establish production levels for the various types of work undertaken and devises a system of work allocation to statistical assistants to ensure equitable distribution of work among them within target periods; - Review edited census/survey schedules/questionnaires/forms and other documents for accurateness, consistency, and completeness of entries; - Assist in the computation of statistical measures and indicates for data produced; - Prepare statistical tables/summary/analysis in preparation for publication/news updates/releases; and - Assist in the field supervision and statistical activities operations in coordination with the LGUs and other stakeholders.	11	1	RSSO 07-BOHOL	PSA-SA-295-2015	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 field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO 08-SOCD	PSA-SA-98-2015	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
29	Statistical Analyst - Assist in the field supervision of statistical activities/operations and prepare reports and statistical tables/summary/analysis for the computation of statistical measures/indices and preparation for publication/releases; and - Coordinate with government and non-government entities as sources of administrative/secondary data in the compilation and maintenance of publications and assist in other statistical coordination and development activities in the region.	11	1	RSSO 12-SOCD	PSA-SA-253-2015	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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30	Administrative Officer I - Responsible in checking and examining supporting papers attached to all money claims and verify accuracy and reasonableness of amount; - Prepare bookkeeping and financial accountability reports such as posts entries from the special journal, general journal to the general ledger and journal entry voucher (JEVs); - Responsible in the recruitment and selection process of Contract of Service Workers, leave administration, personnel development, performance management, and all other concerns related to human resource; and - Prepare forms and report related to human resource.	10	1	RSSO CAR-ABRA	PSA-ADOF1-561-2015	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
31	Administrative Officer I - Check/Examine supporting papers attached to all money claims and verify accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Assist in preparation of monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services; - Record the transactions in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account; - Check and process travel claims; - Prepare of purchase orders and disbursement vouchers; - Prepare report for payments and collections, monthly Report of Checks Disbursements and Summary List of Checks Issues; and - Provide administrative service function to the Provincial Office.	10	1	RSSO 03-BATAAN	PSA-ADOF1-509-2015	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
32	Administrative Officer I - Issue Official Receipts for general fund and trust fund; and - Balance the collection fees from civil registry documents, trust funds and census publications.	10	1	RSSO BARMM-BASILAN	PSA-ADOF1-547-2015	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
33	Registration Officer I - Screen and evaluate birth, death, and marriage documents from the Local Civil Registrars; and - Sign certification on the status of persons requested by the general public.	10	1	RSSO 08-EASTERN SAMAR	PSA-REG01-153-2015	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
34	Registration Officer I - Perform civil registration functions such as screen and evaluate birth, death, and marriage documents from the Local Civil Registrars; and - Assist the section head in coordinating with the Local Civil Registry Offices in the conduct of civil registration activities, verification of civil registry documents and conduct of capability building activities for Local Civil Registrars and stakeholders.	10	1	RSSO 11-DAVAO DEL SUR	PSA-REG01-181-2015	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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35	Administrative Assistant III - Check/Examine supporting papers attached to all money claims and verify accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepare monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 01-ILOCOS SUR	PSA-ADAS3-50-2015	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
36	Administrative Assistant III - Check/Examine supporting papers attached to all money claims and verify accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepare financial reports for regional office, monthly statement of all salary deductions and remittances and maintain copies of money claims and enter the amount in the record book and index card.	9	1	RSSO 03-CRASD	PSA-ADAS3-66-2015	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
37	Administrative Assistant III - Check/Examine supporting papers attached to all money claims and verify accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepare monthly statement of all salary deductions and remittances for submission to the Financial Services Division, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation and statistical services.	9	1	RSSO 03-PAMPANGA	PSA-ADAS3-45-2015	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
38	Administrative Assistant III - Assist in the review and analysis of recording of transactions and preparation of financial statements; - Check/examine supporting papers attached to all money claims and verify accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; - Reconcile or check consistency of all accounting reports of disbursements prepared by the disbursing officer; and - Prepare monthly trial balance and other report for special funds, prepare bank reconciliation statement and post financial transactions to general and subsidiary ledgers and prepare other financial reports.	9	1	RSSO 13-AGUSAN DEL NORTE	PSA-ADAS3-62-2015	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
39	Administrative Assistant III - Assist in the review and analysis of recording of transactions and preparation of financial statements; and - Prepare monthly trial balance and other report for special funds, prepare bank reconciliation statement and post financial transactions to general and subsidiary ledgers and prepare other financial reports.	9	1	RSSO 13-CRASD	PSA-ADAS3-53-2015	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

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No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
40	Assistant Statistician - Prepare worksheet for data compilation and summarization; - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data; - Assist in the preparation of statistical tables/summary/analysis in preparation for publication/news updates/releases; - Receive and control questionnaires/survey forms/documents manually/electronically; and - Prepare statistical summaries and correspondence for data requests.	9	1	RSSO 03-SOCD	PSA-ASTAT-104-2015	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
41	Assistant Statistician - Prepare worksheet for data compilation and summarization; - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data; - Assist in the preparation of statistical tables/summary/analysis in preparation for publication/news updates/releases; - Receive and control questionnaires/survey forms/documents manually/electronically; and - Prepare statistical summaries and correspondence for data requests.	9	1	RSSO 03-AURORA	PSA-ASTAT-144-2015	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
42	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; and - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data.	9	1	RSSO 03-ZAMBALES	PSA-ASTAT-143-2015	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
43	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency and validity of data; and - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 05-SOCD	PSA-ASTAT-120-2015	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
44	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; and - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency and validity of data.	9	1	RSSO 05-SORSOGON	PSA-ASTAT-151-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
45	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data; and - Assist statistical specialist or analyst in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report.	9	1	RSSO 09-SOCD	PSA-ASTAT-163-2015	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
46	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data; - Prepare worksheet formats for data compilation and summarization; - Compute simple statistical measures such as percentages, ratios, averages, medians, etc. using established formulas; - Revise a system of mailing, receipt, and follow-up program for the establishment surveys for higher response in accordance with the timetable set by Regional Office; and - Receive and record all incoming/outgoing questionnaires/forms, communications for distribution/routing to concerned units/employees.	9	1	RSSO 10-SOCD	PSA-ASTAT-77-2015	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
47	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; and - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data.	9	1	RSSO 12-SARANGANI	PSA-ASTAT-157-2015	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
48	Assistant Statistician - Implement established field techniques and procedures for field information, data or document collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; and - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data.	9	1	RSSO 12-SOUTH COTABATO	PSA-ASTAT-56-2015	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

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No.	POSITION TITLE (with major tasks/functions)	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
49	Assistant Statistician - Implement established field techniques and procedures for field information, data or documents collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; and - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data.	9	1	RSSO 13-DINAGAT ISLANDS	PSA-ASTAT-155-2015	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
50	Assistant Statistician - Implement established field techniques and procedures for field information, data or documents collection for strict adherence, compilation, and submission of questionnaires/documents within the established timetable; and - Edit folios and encode questionnaires/survey forms, checks for completeness, consistency, and validity of data.	9	1	RSSO 13-SURIGAO DEL SUR	PSA-ASTAT-156-2015	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
51	Administrative Assistant II - Check/Examine supporting papers attached to all money claims and verify accuracy and reasonableness of amount in accordance with accounting and auditing rules and regulations before payment is allowed; and - Prepare monthly statement of all salary deductions and remittances, monthly funding allocation and actual disbursements, Request for Obligations of Allotment (ROA), quarterly financial allocation, bank reconciliation statement, other financial reports.	8	1	RSSO NCR-NCR IV	PSA-ADAS2-126-2015	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 (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
52	Administrative Assistant II - Certify availability of funds of all money claims in the concerned province; - Examine, verify, and review purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations; and - Ensure that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control account.	8	1	RSSO NCR-NCR V	PSA-ADAS2-129-2015	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 (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
53	Administrative Assistant II - Check and verify accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; and - Prepare draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules.	8	1	RSSO MIMAROPA-CRASD	PSA-ADAS2-121-2015	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
54	Administrative Assistant II - Check and verify accuracy of posting from special journals to source documents such as vouchers, payrolls, and bills; and - Prepare draft of financial statements such as trial balance, statement of savings, and overdraft in allotment and other supporting schedules.	8	1	RSSO 05-CRASD	PSA-ADAS2-120-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
55	Administrative Assistant II - Process all money claims in accordance with the accounting, auditing rules, and ensure that expenses are properly authorized and incurred; and - Prepare and process remittance of all salary deductions of employees every month.	8	1	RSSO 08-LEYTE	PSA-ADAS2-152-2015	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
56	Administrative Aide VI (Clerk III) - Type drafts of various reports and correspondence and assist in safekeeping, updating, and maintenance of personnel records; - Operate computer machine/type correspondences, reports, policies, directives, circulars, memoranda orders, rules, and other regulations, and information for dissemination; - Assist in the preparation and implementation of the ISO-QMS project; and - Update and consolidate QMS evaluation forms (RFA equipment maintenance form, external and internal issues, customer satisfaction survey, and other QMS related forms).	6	1	RSSO 01-CRASD	PSA-ADA6-182-2015	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
57	Administrative Aide VI (Clerk III) - Type drafts of various report, and correspondence prepared by the supervisor and update personnel records and operate computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various department/division & units; and - Provide administrative support to the division.	6	1	RSSO 01-ILOCOS SUR	PSA-ADA6-170-2015	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
58	Administrative Aide VI (Clerk III) - Take charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction, and authentication; - Assist in the preparation and implementation of ISO-QMS project; and - Type drafts of various report and correspondence prepared by the supervisor and update personnel records and operate computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules, and regulations, and information for dissemination to and/or implementation by various operating units.	6	1	RSSO 03-BULACAN	PSA-ADA6-206-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
59	Administrative Aide VI (Clerk III) - Take charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction, and authentication; - Assist in the preparation and implementation of ISO-QMS project; and - Type drafts of various report and correspondence prepared by the supervisor and update personnel records and operate computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules, and regulations, and information for dissemination to and/or implementation by various operating units.	6	1	RSSO 03-TARLAC	PSA-ADA6-188-2015	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 To be assigned at RSSO 03-PAMPANGA
60	Administrative Aide VI (Clerk III) - Examine the data collected from censuses and surveys and other statistical inquiries including those obtained from secondary sources for accuracy, consistency, and validity; - Prepare official correspondence, endorsements and other reports for review by the Supervisor; - Assist in the preparation of statistical tables and other devices; and - Assist in the statistical and administrative function.	6	1	RSSO 04A-CAVITE	PSA-ADA6-211-2015	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
61	Administrative Aide VI (Clerk III) - Provide administrative support to the division; - Take charge in safekeeping and maintenance of personnel records; and - Monitor and manage supplies and equipment of the division.	6	1	RSSO 05-CAMARINES NORTE	PSA-ADA6-111-2015	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
62	Administrative Aide VI (Clerk III) - Receive and control queries concerning civil registry documents; - Take charge in safekeeping and maintenance of personnel records; - Compile and file office correspondence, letters, endorsements, circulars, office orders and other reference materials following the ISO-QMS requirements; and - Monitor and manage supplies of the division.	6	1	RSSO 05-CAMARINES SUR	PSA-ADA6-112-2015	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

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						EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
63	Administrative Aide VI (Clerk III) - Type drafts of various reports and correspondence and assist in safekeeping, updating, and maintenance of personnel records; - Operate computer machine/type correspondences, reports, policies, directives, circulars, memoranda orders, rules, and other regulations, and information for dissemination; - Assist in the preparation and implementation of the ISO-QMS project; and - Update and consolidate QMS evaluation forms (RFA equipment maintenance form, external and internal issues, customer satisfaction survey, and other QMS related forms).	6	1	RSSO 09-CRASD	PSA-ADA6-138-2015	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
64	Administrative Aide VI (Clerk III) - Take charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Types drafts of various report and correspondence prepared by the supervisor and update personnel records and operate computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various department/division & units.	6	1	RSSO 09-ZAMBOANGA SIBUGAY	PSA-ADA6-79-2015	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
65	Administrative Aide VI (Clerk III) - Prepare official correspondence, endorsements, and other reports for review by the Supervisor; and - Assist in the updating and maintenance of personnel records.	6	1	RSSO 11-DAVAO DEL NORTE	PSA-ADA6-158-2015	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
66	Administrative Aide VI (Clerk III) - Take charge in safekeeping and maintenance of personnel records and retrieves, cross-checking of records for reproduction & authentication; and - Type drafts of various report, and correspondence prepared by the supervisor and update personnel records and operate computer machine/types correspondences, reports, policies, directives, circulars, memoranda orders, rules & regulations & information for dissemination to and/or implementation by the various department/division & units.	6	1	RSSO 12-SOUTH COTABATO	PSA-ADA6-119-2015	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
67	Administrative Aide VI (Clerk III) - Prepare drafts of reports and correspondence; - Record/file/organize/sort correspondence, reports, policies, directives, circulars, memoranda orders, rules & regulations and information for easy retrieval, cross-checking, reproduction and authentication; - Assist in the disposal of valueless records; and - Act as receipt and control personnel.	6	1	RSSO BARMM-SULU	PSA-ADA6-164-2015	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