

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 09 DECEMBER 2020 TO 08 JANUARY 2021

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
GRAND TOTAL									
Information Technology Officer III -Provides technical guidance and advice about various concerns on systems registers and database management concerns -Coordinates the activities of the division according to the different systems developed for the statistical and administrative activities of other division in the different services/offices -Leads the development of registers and database management processes for the evaluation of the progress and effectiveness of each statistical and administrative system	24	1	CTCO-ITDS-RDMD	PSA-ITO3-59-2015	Master's Degree or Certificate in Leadership and Management from CSC	Four (4) years in position/s involving management and supervision	Forty (40) hours of supervisory/management learning and development intervention undertaken within the last five (5) years	Career Service Professional/ Second Level Eligibility	Preferably with at least sixteen (16) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Accountant IV -Provides technical advice on financial materials to the head of the Accounting Division. -Monitors the timely processing of various money claims in the Central Office.	22	1	CRCSO-FAS-AD	PSA-A4-147-2015	Bachelor's Degree in Commerce/Business Administration major in Accounting	Three (3) years of relevant work experience	Sixteen (16) hours of relevant training	RA1080 (CPA)	Preferably with at least twelve (12) hours procurement trainings or managing Technical Working Group or Secretariat
Supervising Statistical Specialist -Serves as the assistant technical and administrative head of activities related to poverty, human development index, gender, children and Sustainable Development Goals (SDG's) -Provides assistance in the monitoring of activities and deliverables of the Poverty and Human Development Statistics Division	22	1	SSO-SSSS-PHSD	PSA-SVSTATS-100-2015	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 of training preferably on statistical methods, tools project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least twelve (12) hours procurement trainings or managing Technical Working Group or Secretariat
Supervising Statistical Specialist - Serves as the assistant technical and administrative head of the division; - Assists in the preparation of studies and researches on the improvement and development of concepts, definition of terms, classification and coding schemes, questionnaire design for agriculture and fisheries censuses; - Prepares budgetary and other resource requirements for statistical operations.	22	1	SSO-ESSS-LPSD	PSA-SVSTATS-146-2015	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 of training preferably on statistical methods, tools project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least twelve (12) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
Supervising Statistical Specialist - Serves as the assistant technical and administrative head of the unit; - Assists in the preparation of studies and researches on the improvement and development of concepts, definition of terms, classification and coding schemes, questionnaire design for agriculture and fisheries censuses; - Prepares budgetary and other resource requirements for statistical operations.	22	1	ONS-SMU	PSA-SVSTATS-72-2015	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 of training preferably on statistical methods, tools project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least twelve (12) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS WITH TWO MAJOR TASKS IN THE CENTRAL OFFICE
AS OF 08 DECEMBER 2020 TO 08 JANUARY 2021

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronym)	PLANTILLA ITEM NO.	QUALIFICATIONS STANDARDS				REMARKS
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<p>Senior Statistical Specialist</p> <ul style="list-style-type: none"> - Undertakes research and analytical studies for the development of statistical concepts, definitions, classification systems, techniques and procedures for more effective collection, compilation, tabulation and dissemination of data; - Assists in the formulation of adequate statistical standards for the various phases of data compilation, tabulation and publication to ensure accuracy of results and uniformity, and comparability of data, including their timely presentation in the form of special releases, monographs, reports, etc. 	19	1	CTCO-NCS-CPCD	PSA-SRSTATS-129-2015	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 of training preferably on statistical methods, tools project management, processes and/or other related field	Career Service Professional/ Second Level Eligibility	Preferably with at least twelve (12) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat
<p>Accountant I</p> <ul style="list-style-type: none"> - Assists in the preparation of financial reports/statements required by the Commission on Audit (COA) such as the Monthly and Quarterly Trial Balance, Monthly Bank Reconciliation and Journal Entry Vouchers, etc.; - Assists in the review of financial transactions and records of the regional offices periodically; - Assists in the monitoring and control of funds transferred to the regional/provincial offices by requiring the Bookkeepers and Disbursing Officers to maintain control worksheet and bank cash book, respectively, for every cash allocation received; - Prepares journals, checks issued/disbursements by Disbursing Officers' Collection and Deposits Voucher and general journal. 	12	2	CRCISO-FAS-AD	PSA-A1-160-2015 PSA-A1-161-2015	Bachelor's Degree relevant to the job	None required	None required	RA1080 (CPA)	Preferably with at least four (4) hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat