
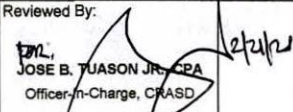


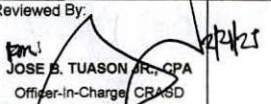
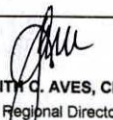


PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers (COSWs for RSSO 10)
POSTING PERIOD: 21 FEBRUARY 2025 to 26 FEBRUARY 2025

No.	POSITION TITLE (with major tasks/functions)	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	QUALIFICATIONS STANDARDS				COMPENSATION			REMARKS
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	MONTHLY SALARY	(PLUS UP TO 20% PREMIUM)	TOTAL W/ 20% PREMIUM	
TOTAL		2									
1	Administrative Aide VI (Encoder/Collecting Officer) 1. Screens AF and requirements 2. Encodes transaction details 3. Collects payment and issues OR (Regular and BREQS bna) 4. Generates Collection Reports 5. Remits Collections to Vault Admin or OS 6. Prepares Deposit Slips 7. Performs other task assigned by the immediate supervisor.	1	RSSO 10 - CRASD	Bachelor's degree preferably in Public Administration; Management; Economics; Business Administration; Any course in the field of Statistics, Mathematics, Economics, Education, Engineering, or other related courses	None Required; Preferably with experience in Civil Registration	None Required; Preferably with 8 hours relevant training	Preferably CS Sub Professional/First Level Eligibility	PhP 18,255.00	PhP 3,651.00	PhP 21,906.00	Preferably: • Knowledgeable in computer operations • With good moral character • Willing to render overtime service including Sundays, if necessary
1	Administrative Aide VI (Releasing Officer) 1. Screens requirements (Valid IDs and LOA) 2. Queries transaction status in the system 3. Advise the client of estimated time of release 4. Provides clear instructions to the client about documents with advisory/ies 5. Ensure that the client signs the acknowledgement of receipt of document in Application Form and collect for filing 6. Initiate request for reprinting and select the reason 7. Prints document in security paper and scan SECPA barcode 8. Get the signed CTC of document from the OS once authenticated 9. If there are any inconsistencies with the document, advises client to proceed to PACD for further explanation 10. Tags SECPA in the system as SPOILAGE for spoiled print-out 11. Performs other task assigned by the immediate supervisor;	1	RSSO 10 - CRASD	Bachelor's degree preferably in Public Administration; Management; Economics; Business Administration; Any course in the field of Statistics, Mathematics, Economics, Education, Engineering, or other related courses	None Required; Preferably with experience in Civil Registration	None Required; Preferably with 8 hours relevant training	Preferably CS Sub Professional/First Level Eligibility	PhP 18,255.00	PhP 3,651.00	PhP 21,906.00	Preferably: • Knowledgeable in computer operations • With good moral character • Willing to render overtime service including Sundays, if necessary
Prepared By:				Reviewed By:			Noted By:				
 NEIL LESTER M. GIMENO Administrative Officer IV (HRMO II)		21 FEBRUARY 2025 Date		 JOSE B. TUASON JR., CPA Officer-in-Charge, CRASD	21 FEBRUARY 2025 Date		 JANITH C. AVES, CE, DM Regional Director	21 FEBRUARY 2025 Date			

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Prepared By:  NEIL LESTER A. GIMENO Administrative Officer IV (RBMO II)		21 FEBRUARY 2025 Date	Reviewed By:  JOSE B. TUASON JR., CPA Officer-in-Charge, CRASD				21 FEBRUARY 2025 Date	Noted By:  JANINY C. AVES, CE, DM Regional Director			21 FEBRUARY 2025 Date