
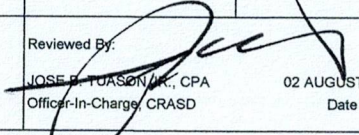
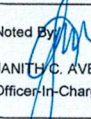


PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers (COSWs for RSSO 10)

POSTING PERIOD 02 AUGUST 2024 TO 07 AUGUST 2024

No.	POSITION TITLE (with major tasks/functions)	COMPARABLE SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached)	QUALIFICATIONS STANDARDS				REMARKS		
					EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY			
TOTAL											
			1								
1	RSSO CLERK (PACD OFFICER) 1. Act as the Public Assistance/Complaint Desk Officer as well as the Officer of the Day; 2. Assist client's queries, specifically with their online appointments and verification of the petition documents. Additionally, assess the First Time Job Seeker and Certificate of Appearance. 3. Encoded newly received documents to DECAP Monitoring. 4. Stamp set of documents for Approval. 5. Screen the documents submitted by the City/Municipal Civil Registrar (CMCR) or to acceptance. For RA 10172, RA 9048, Supplemental Reports (Correction of up to 2 entries). 6. Create transactions using CRS-CICA-TCTS as "Probono" requests; 7. Prepares transmittal indicating the Transaction number, Details of the owner of the Document/Groom/Deceased, place of registration, type of document for annotation, and remarks to indicate other important details for example "Combo Transactions"; 8. Screens/evaluates the documents for annotation; 9. Annotate and submit the annotated images for review/approval by Reviewers/Approvers; 10. Prepare the Top Sheet of the processed annotated documents; 11. Assist the Human Resource Management Officer in the discharge of his Learning and Development Functions in the office; 12. For Annotation requests involving RA 9048, RA 10172, OCR number is required in EAS to retrieve the Annotation text from the Legal Base 13. Perform other tasks related to the assigned survey/s as required by the immediate supervisor.	1	1	RSSO 10 - CRASD	Bachelor's degree preferably a graduate of Statistics, Mathematics, Economics, Data Science, or Engineering, or other related courses	None required; (Preferably with Civil Registration and/or Officer-of the Day experience)	None Required; (Preferably training on Public Relations)	Preferably with Career Service Professional Eligibility			
Prepared By:  NEIL LESTER A. QMENOC Administrative Officer IV (HRMS II)					02 AUGUST 2024 Date	Reviewed By:  JOSE B. TUASON JR., CPA Officer-In-Charge, CRASD		02 AUGUST 2024 Date	Noted By:  JANITH C. AVES, CE, DM Officer-In-Charge, PSA RSSO 11		02 AUGUST 2024 Date