

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions - JOB ORDER WORKERS (JOWS)
Field Office
As of 24 April 2019

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	EDUCATION	ELIGIBILITY	EXPERIENCE	TRAINING	OTHERS
FIELD OFFICE - NCR								
Job Order Accountant II - Certifies the availability of funds of all money claims; - Certifies the correctness of special general journals, journals, bills, statement of accounts, trial balance, balance sheet, statement of operations and other financial statements/reports; - Assists in the preparation of budget estimates; - Gives advice/support on inventory taking of supplies and equipments; - Prepares/reviews various financial correspondence for the signature of the Region/Province; - Signs various correspondence and certifications on salary deductions etc.; - Performs other tasks as may be assigned by supervisor/s	16	1	RSSO NCR CRASD	Bachelor's degree in Commerce/ Business Administration major in Accounting	R.A. 1080 (CPA)	1 year relevant experience	4 hrs relevant training	Must have knowledge in using Office software (e.g. spreadsheet, word processing and slide presentation); and can work under minimum supervision
Job Order Assistant Statistician - Assist in the various statistical and administrative functions (manual and machine processing of statistical surveys, filing and maintenance of data tables, etc.) of the Statistical Operations and Coordination Division (SOCD) of PSA RSSO-NCR - Assist in the preparation of Special Releases and other publications; - Conduct field researches for the collection of secondary economic sub-national data from other private and government agencies and PSA census and survey data; - Assist in the compilation of data for the estimation of Gross Regional Domestic Product for NCR; - Assist in the conduct of briefing/forum to stakeholders	9	2	RSSO NCR SOCD	Completion of two (2) year studies in college	None required	None required	None required	Must have knowledge in using Office software (e.g. spreadsheet, word processing and slide presentation); and can work under minimum supervision
Job Order Driver - Act as authorized Official Driver for service vehicles issued to PSA NCR - Drive and maintain the official vehicle of PSA NCR and be responsible for the safety of its passengers and the service vehicle; - Accomplished Daily Trip Ticket (DTT) for each trip, duly signed by the authorized official of the office. ; - Transport passengers with official business transactions in the most efficient, speedy and economical manner possible, in accordance with	4	1 1	RSSO NCR RSSO NCR - NCR IV	At least high school graduate	None required	At least five (5) years of experience; with prof. driver's license	None required	Familiar with National Capital Region; and can work under minimum supervision