

# PRESS RELEASE

## CALL FOR APPLICANTS FOR STATISTICAL ANALYST

Date of Release: 01 July 2025

Reference No. 25PR0878-30

The Philippine Statistics Authority (PSA) – Biliran is in need of one (1) Statistical Analyst as Contract of Service Worker (COSW) for the implementation of PSA-LGU Data Sharing (PLDS) for Business Registers Project (BRP).

### I. List of Vacant Positions

Position Title	Salary Grade	No. of Vacancies	Place of Assignment	Compensation (Salary per Month inclusive of 20% premium)
Statistical Analyst	11	1	RSSO 8 - Biliran	Php 34, 214.40

### II. Qualification Standards

- Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, or other related courses;
- Preferably with Career Service Professional/Second Level Eligibility;
- Preferably with at least one (1) year demonstrated ability in data analysis and project management, data visualization, and statistical surveys;
- Advanced skills in MS Office software;
- With good communication and technical writing skills;
- Able to speak the local dialect in the province;
- Willing to do field work, if necessary;
- Willing to work on weekends, holidays, and beyond 5:00 PM, if necessary;
- Does not have existing work contract with other office/agency; and
- Perform other tasks assigned by the supervisor or head of the office.

### III. Major Functions/Terms of Reference

- Attend online training and briefings on field verification, data collection, data processing, and PSIC classification for economic units from the 2023 and 2024 LGU Business Registers (LGU-BR) and PSA's List of Establishments (LE).



- Conduct field verification of economic units listed in the PSA-LE but not found in the 2023 LGU-BR to determine their operational status and business characteristics.
- Coordinate with LGUs to collect data on new registrants from the 2024 LGU-BR.
- Pre-process the 2024 LGU-BR data, including template matching, data cleaning, and data standardization of business information for PSA-LE database integration.
- Process and validate 2024 LGU-BR data, confirming “match” economic units based on results from the Central Office using the Data Matching Enterprise (DME) output.
- Classify “no match” economic units as ‘establishment’, ‘possible establishment or establishment like’, or ‘not an establishment’ based on the available business information collected.
- Assign appropriate PSIC codes to business units without valid classification using the PSIC automation tool and validate final assignments.
- Encode and update the records of verified economic units to support the enhancement of the Statistical Business Register (SBR).
- Assist in the evaluation phase of the 2023 and 2024 PLDS-BRP to be conducted by the Central Office, including submission of reports and participation in the assessment.

#### IV. Deadline of Submission of Application

- Applications will be accepted until **10 July 2025, Thursday at 5:00 PM.**

#### V. Where to File Application

- Submit all documentary requirements **personally** from Monday to Friday (except holidays) at 8:00 AM to 5:00 PM at PSA 3rd Floor, DEMC Building, P. Inocentes Street Naval, Biliran 6560 and look for Supervising Statistical Specialist Arthur R. Collanto.

#### VI. Documentary Requirements

1. **Signed application letter** stating the **specific position and survey/project applied** for addressed to:

**RENAVIL V. CUEVA**

Chief Statistical Specialist  
Philippine Statistics Authority  
Biliran Provincial Statistical Office  
Naval, Biliran

2. One (1) original copy of duly accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture taken within three (3) months prior to submission of application (Civil Service Form 212, Revised 2017) wet signed, and duly subscribed and sworn to before an authorized administering officer within the posting period (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);



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BILIRAN




3. Photocopy of eligibility (CSC, CESB, RA 1080, PD 907, etc.) if any;
4. Photocopy of Transcript of Records or Diploma; and
5. Tax Identification Number.

### **VII. Others**

- Incomplete documentary requirements and failure to follow all instructions will result to non-consideration of application.
- Qualified applicants will be notified for a face-to-face interview.
- For inquiries and further information, please contact our office telephone number (053) 507-8122 or email address [biliran@psa.gov.ph](mailto:biliran@psa.gov.ph).

Approved for release:

  
**RENAVIL V. CUEVA**  
Chief Statistical Specialist



PSA Biliran Provincial Statistical Office, Naval, Biliran 6560  
Telephone: (053) 507-8122  
Email: [biliran@psa.gov.ph](mailto:biliran@psa.gov.ph)  
[www.psa.gov.ph](http://www.psa.gov.ph)