

All interested applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOG) are encouraged to apply for the position:

POSITION TITLE : **STATISTICIAN II** SG-15
Item No. **NWRB-DENR-STAT2-20-2004**
LOCATION : **POLICY & PROGRAM DIVISION**
SALARY : **P 33,575.00**

Minimum Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service Professional (Second Level Eligibility)

Duties & Responsibilities:

- Studies and develops methods and techniques to obtain statistical data or to reduce them into appropriate form;
- Develops design forms for statistical worksheets tabulations and formats of survey schedule or questionnaires;
- Plans and recommends statistical procedures to be followed in the collection, processing and analysis and presentation of statistical data;
- Analyzes available statistical materials relative to their coverage methods employed and limitations;
- Assists in the development of statistical concepts, definitions, classification systems for uniform reporting systems and publication;
- Evaluates results of statistical surveys and similar inquiries for accuracy, consistency and conformity to standards;
- Examines and checks consistency of entries in questionnaires or survey schedule before they are coded;
- Performs other duties from time to time as maybe directed by his immediate supervisor.

Assessment Process:

1. Initial Assessment Steps
 - a. Personnel & Records Section Pre –screening
 - b. Personnel Selection Board (PSB) screening (Paper Evaluation)
2. Further Assessment Steps
 - a. Interview
 - b. Other work-related written examinations

Documentary Requirements:

*All interested qualified applicants shall submit the following to the Personnel & Records Section, 8th Floor NIA Bldg. EDSA, Q.C., or email to: personnel@nwr.gov.ph

- a. Letter of application,
- b. Updated Personal Data Sheet,
- c. Individual Performance Commitment and Review (IPCR) (for Promotional Appointment)
- d. Photocopy of Eligibility and
- e. Photocopies of Certificate of Trainings/Seminars attended.

*Applicant who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.

Other Relevant Information:

*Candidate/s found by the PSB to have met the Minimum Qualification Requirements and successfully hurdled the Assessment Process will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

Dr. SEVILLO D. DAVID Jr., CESO III
Executive Director

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