



Reference No. 20RSSO07-902

## HIRING OF ADMINISTRATIVE AIDE VI FOR PSA-NEGROS ORIENTAL

CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE -7 (**UNDER CONTRACT OF SERVICE WORKER**) FOR THE HIRING OF **ADMINISTRATIVE AIDE VI** FOR THE VACANCY IN **NEGROS ORIENTAL-PROVINCIAL STATISTICAL OFFICE** with the Contract duration until 31 December 2020

Posting Period : 27 November 2020 to 03 December 2020  
Filing Period : 27 November 2020 to 03 December 2020 (except Saturdays, Sundays and Holidays)  
Deadline of Submission: 03 December 2020  
Where to File Applications : **ARIEL E. FLORENDO**  
Regional Director  
Philippine Statistics Authority-RSSO7  
Gaisano Capital South Bldg., Colon St. Cebu City  
Telephone nos. (032) 412-1337 & 255-8573

Applicants are required to submit the following:

1. Application letter stating the **specific position title** and **place of assignment**.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (Civil Service Form No. 2012. Revised 2017) with Work Experience Sheet (refer to Guide on filing out of Personal Data Sheet); **notarized PDS**
3. Photocopy of **authenticated Eligibility** (CSC, CESB, RA 1080, PRC, PD 907); if applicable
4. Photocopy of Transcript of Record or Diploma;
5. Photocopy of Certificate/s of Training and
6. Certificate of Experience relevant to the position





REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

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**Additional instructions for strict compliance:**

1. All applicants are required to submit their application addressed to:

**ARIEL T. FORTUITO**  
Chief Statistical Specialist  
PSA- Negros Oriental  
Purple Bldg., Valencia St.  
Barangay Bagacay, Dumaguete City  
Telephone nos. (035) 422-4372

Email Address: [psa07.negrosoriental@gmail.com](mailto:psa07.negrosoriental@gmail.com)  
Link: <https://forms.gle/xanNd37yg1HAN9iK7>

2. Applicants may submit their requirements personally or online/courier through the email address & online link listed above.
3. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. None presentation of any of these documents will automatically disqualify the applicant.
4. Applicant and documents submitted after the deadline **03 December 2020** will not be accepted.
5. Application with incomplete required document/s including the required information or data therein will not be accepted.

Approved:

  
**ARIEL E. FLORENDO**  
Regional Director



Gaisano Capital South Bldg., Colon St., Cebu City, Philippines 6000  
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