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Reference No. 20RSSO07-575

**ADDITIONAL ISNTRUCTIONS FOR CALL FOR APPLICANTS FOR
CONTRACT OF SERVICE WORKER (COSW) POSITIONS IN THE
PHILIPPINE IDENTIFICATION SYSTEM REGISTRY OFFICE (PRO) TO BE
ASSIGNED AT PROVINCIAL STATISTICAL OFFICES OF REGION VII**

Posting Period : 19 to 26 August 2020

Filing Period : 19 to 26 August 2020
8:00 AM to 5:00 PM

Where to File :
Applications and for inquiries

For Region VII applicants:

RSSO VII

Gaisano Capital Building, Colon Street, Cebu City, Cebu 6000
Telephone: (032) 256-0592
(032) 412-6794
E-Mail: psa07.rssso@gmail.com

Bohol

3rd Floor Galleria Luisa, Gallares St., Tagbilaran City
Bohol 6300
Telephone: (038) 501-0996
E-Mail: psa07.bohol@gmail.com; Copy Furnished:
psa07.bohol.philsys@gmail.com

Cebu

2/F Martina Sugbo Center, P. Burgos St., San Roque
Cebu 6000
Telephone: (032) 255-6187(032) 412-1337
E-Mail: psa07.ceb@gmail.com; Copy Furnished:
psa07.ceb.philsys@gmail.com

Negros Oriental

Purple Building, Valencia Street, Barangay Bagacay, Dumaguete
City, Negros Oriental 6200
Telephone: (035) 442-4372
Fax: (035) 422-4374
E-Mail: psa07.negrosoriental@gmail.com Copy Furnished:
psa07.negros0r@gmail.com

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 ID picture taken within three (3) months prior to submission of with **Work Experience Sheet** (Attachment to CS Form No. 212) (refer to Guide on filling out Personal Data Sheet);
3. Photocopy of Proof of CSC/PRC Eligibility;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of Certificate/s of Trainings; and
6. Photocopy of Certificate/s of Experience relevant to the position.

Additional instructions for strict compliance:

1. All applicants are required to submit their application/s address to:

DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General

Thru: The Regional Director/Provincial Statistical Officer
Philippine Statistics Authority
[Address: as listed above]

2. Applicants must submit their requirements online/courier through the Field Office email/address listed above. Email submissions are preferred due to the Coronavirus disease 2019 (COVID-19) situation. Applications sent through email should use the email subject below:

(Applicant Submission) Call for Intent/Application for COSW Position at PRO

3. Applicant will submit thru online using the link: bit.ly/ApplicationPSA
4. Applicants who sent documents via courier must submit the return slip or tracking number receipt within three (3) calendar days from sending thereof to concerned email address.
5. One set of application documents per position applied for must be submitted.
6. For inquiries regarding application, you may contact the concerned Field Office through the email address provided using email subject below:

[Inquiry] Call for Intent/Application for COSW Position at PRO

7. The PSA reserves the right to suspend or terminate hiring process for

qualified reasons or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s.

8. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. Inability to present any of these documents will lead to automatic disqualification.
9. Applications and documents submitted after the deadline, **26 August 2020 at 5:00 PM**, will not be considered.

Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.

10. List of positions with duties and responsibilities can be found at the PSA website at www.psa.gov.ph & rso07.psa.gov.ph, Annex A (Reference No. 2706220-02)
11. Interviews of pre-qualified applicants will be conducted in the concerned PSA-Field Offices.

The Committee on Contract of Service and Job Order Workers (COS/JOWs) may employ teleconference interview or change the venue of the interview subject up to two (2) days prior notice to the concerned applicants via email or through mobile/cellular phone.

Approved by:


ARIEL E. FLORENDO
Regional Director
PSA RSSO VII