



Reference No. 20R07-0102

**CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY -
REGIONAL STATISTICAL SERVICES OFFICE -7 (UNDER CONTRACT OF SERVICE
WORKER)**

Posting Period : 12 - 27 February 2020
Filing Period : 12 – 27 February 2020 (except Saturdays, Sundays
and Holidays)

Deadline of Submission: 5:00 PM, 27 February 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) 412-6794 & 254-0470

Applicants are required to submit the following:

1. Application letter stating the specific position title and specific division or place of assignment as posted. An applicant may apply for a maximum of two (2) positions regardless of occupational group;
2. Three (3) original copies of duly accomplished Civil Service Commission (CSC) Form 212 (revised 2017) with recent 1½" x 1½" Identification (ID) picture taken within three (3) months prior to submission or Personal Data Sheet (PDS) Revised 2017);
3. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907); if applicable
4. Photocopy of Transcript of Record and Diploma;
5. Photocopy of Certificate/s of Training and
6. Certificate of Experience relevant to the position, if any.

Additional instructions for strict compliance:

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

ARIEL E. FLORENDO
Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg., Colon St.
Cebu City

2. Applicants may submit personally or through courier.

3. Electronic filing of applications (through Email, Facebook, Messenger **WILL NOT BE ACCEPTED**).
4. Applicants who sent application and documents through courier must follow up receipt at the regional office, within three (3) calendar days from sending thereof.
5. Application letters and documents submitted after the deadline on 27 February 2020 at 5:00 PM will not be accepted.
6. All applicants will undergo a written examination. Applicants who have passed the written examination will be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality.
6. Once accepted, the following shall be required before assumption of duty.

Requirement	Copy
Duly accomplished Civil Service Commission (CSC) Form 212 (revised 2017) with recent 1½" x 1½" Identification (ID) picture taken within three (3) months prior to submission or Personal Data Sheet (PDS). (Revised 2017)	3 copies (original)
Police Clearance and/or National Bureau of Investigation (NBI) Clearance, preferably issued within the past six months prior to hiring	1 photocopy (original copy to be shown)
Picture (1 ½" x 1 ½") for ID card, recommended to be taken by the RSSO	1 copy
2020 Community Tax Certificate / Government-issued ID	
Tax Identification Number (TIN)	
Tax exemption certificate from the Bureau of Internal Revenue (BIR)	
Medical Certificate (X-ray result and/ or Certification of Fit to Work issued by a government hospital)	1 photocopy (original copy to be shown)
Transcript of Records/ Diploma/Certification of Highest Grade/Year Completed	
Insurance Certificate (if available)*	
PhilHealth Membership ID (if available)*	

* The Civil Service Commission, Commission on Audit, and Department of Budget and Management issued Joint Circular No. 1, Series of 2017 date 15 June 2018 pertaining to the rules and regulations governing COSWS and Job Order (JO) Workers in the government. The said circular stipulates that statistical researchers hired under a Contract of Service (COS) or JO have the option to enroll themselves in social benefit programs through the Social Security System, Philippine Health Insurance Corporation (PhilHealth), and Pag-Ibig Fund as self-employed members.

Moreover, the payment of claims for expenses incurred as a result of injury or ailment or financial assistance in case of death of a hired statistical researcher/census personnel is prohibited under PSA Office Memorandum No. 2018-119 dated 18 June 2018.

Approved:


ARIEL E. FLORENDO
Regional Director

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)
(Under Contract of Services Worker)

	Position Title	Salary	No. of Vacancies	Place of Assignment	Duration of Contract	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Assistant Statistician a. Assist the RSSO - CSS and RSSO personnel in the day to day operation of the 2020 CPH; b. Assist in controlling the flow of census questionnaires/forms and other supplies and materials, including reserves within the RSSO; c. Assist in the generation of regional status reports; d. Assist the RSSO personnel in the sample verification of at least 20 percent of the machine processed questionnaires; e. Consistency check of CPH Form 5 and accomplished CPH Form 2 (Common Household Questionnaire) and CPH Form 3 (Sample Household Questionnaire); and f. Performs other census-related activities that may be assigned by the supervisors.	794.23/day	1	PSA RSSO 7, Colon St., Cebu City	01 March - 31 October 2020	must be a college graduate, preferably a graduate of Statistics, Mathematics, Economics, Engineering, or other related course	preferably with previous employment in fields of Statistics, Mathematics, or Economics, or with experience in undertakings related to these fields	preferably with training in census/survey undertaking	Preferably with CS Professional/Second Level Eligibility	with background in microcomputers and operating knowledge of Microsoft Excel/Windows, with good moral character and willing to render overtime services, if necessary.
2	Receipt and Control Clerk a. Assist in controlling the flow of census questionnaires/forms and other supplies and materials, including reserves within the RSSO; b. Compile circulars, memoranda, orders, rules and regulations, training materials, and other papers/documents for reference; c. Sort, index, and file correspondence and other documents; d. Keep time records of employees; and f. Perform other census-related activities that may be assigned from time to time by the RSSO personnel.	541.55/day	1	PSA RSSO 7, Colon St., Cebu City	01 March - 31 October 2020	preferably college graduate, if not, completed at least 2nd year college	None required	None required	None required	computer literate, with knowledge in word processor and spreadsheet, physically fit and able, with good moral character and willing to render overtime services, if necessary.