



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 21RSS007-305

CALL FOR APPLICANTS FOR THE CONTRACT OF SERVICE WORKER (COSW) POSITIONS FOR THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys) IN PSA-SIQUIJOR PROVINCIAL STATISTICAL OFFICE

Posting Period : 11 MAY 2021
Filing Period : 11-21 MAY 2021 (except Saturdays, Sundays and Holidays)
Deadline of Submission: 21 MAY 2020

Where to File Applications : **ARIEL E. FLORENDO**
Regional Director
Philippine Statistics Authority-RSS07
Gaisano Capital South Bldg., Colon St. Cebu City
Telephone nos. (032) 412-1337 & 255-8573

Applicants are required to submit the following:

1. Scanned copy of signed application letter stating the **specific position title** and **place of assignment**.
2. Scanned copy of duly 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);
3. Scanned copy of **Eligibility** (CSC, CESB, RA 1080, PRC, PD 907); if applicable
4. Scanned copy of Transcript of Record or Diploma;
5. Scanned of Certificate/s of Training and
6. Scanned Certificate of Experience relevant to the position

Additional instructions for strict compliance:

1. All applicants are required to submit their application and requirements in PDF file at psa07.applications@gmail.com.



Gaisano Capital South Bldg., Colon St., Cebu City, Philippines 6000
Telephone: (6332) 412-6794 / 256-0592
www.psa.gov.ph



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2. 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.
3. Application submitted after the deadline **21 May 2021** will not be accepted.
4. Application with incomplete required document/s including the required information or data therein will not be accepted.

Approved:


ARIEL E. FLORENDO
Regional Director



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PHILIPPINE STATISTICS AUTHORITY
 List of Vacant Positions for Philippine Statistics Authority-Siquijor Provincial Statistical Office (PSA-Siquijor)
 (Under Contract of Services Worker)
 PHILSYS REGISTRATION TEAM
 As of 10 May 2021
 Posting Period: 11 - 21 May 2021

Position Title	COMPARABLE SALARY GRADE	Wages per day	No. of Vacancies	Place of Assignment	Education	Experience	Training	Eligibility	Remarks
Registration Center Supervisor (PhilSys Registration Team)	SG-9	P794.23		PSA-RSSO 07-Siquijor	Bachelor's Degree relevant to the job	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Professional Eligibility/ Second Level Eligibility	
		TOTAL							

Registration Center Supervisor (PhilSys Registration Team)

- Reports directly to the PhilSys Focal Person; Coordinates with the PRT for directives and submission of progress reports;
- Oversees the team and the operations in the registration center;
- Provides exceptional customer service to all the applicants;
- Overrides biometrics exception of applicants; Approves and transmits daily captured data;
- Answers to queries and complaints of clients through letters, emails, phone or walk-in concerning registration process;
- Cascades official communications to the registration team;
- Manages assigned registration kits;
- Conducts registration training and evaluation for the registration team;
- Provides necessary reports and updates requested by the PSA;
- Serves as a reliever in absence of the Screener; and
- Performs other tasks that may be assigned by the supervisors.

Qualification Standards		Position Title	COMPARABLE SALARY GRADE	Wages per day	No. of Vacancies	Place of Assignment	Education	Experience	Training	Eligibility	Remarks
		Registration Kit Operator (Data Encoder for PhilSys Registration Team) -Serves as Data Capture Operator for registration centers. -Provides exceptional customer service to all the applicants -Captures Demographics and Biometrics data of applicants - Provides Daily Report of number of captured applicants to Supervisor - Keeps and manages assigned registration kits - Performs basic troubleshooting and reports technical issues to Supervisor - Maintains the defined operating standards as mandated by the PSA and ensures compliance to approved processes; and -Perform other tasks that may be assigned by the Supervisor	SG-7	P693.36		PSA	Bachelor's Degree relevant to the job	None Required	None Required	Preferably with CS Professional Eligibility/ Second Level Eligibility	
		Screener (PhilSys Registration Team) -Serves as Screener for walk-in applications in the registration center; - Provides sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants; - Serves as a reliever in absence of the Data Encoder and Screener; and - Performs other tasks that may be assigned by the Registration Team Supervisor	SG-3	P541.55		PSA-RSSO 07- Siquilor	Completion of 2 years studies in College	Preferably with 1 year of relevant experience	Preferably with 4 hours of relevant training	Preferably with CS Subprofessional Eligibility/ First Level Eligibility	

Remarks	Eligibility	Training	Experience	Education	Place of Assignment	No. of Vacancies	Wages per day	COMPARABLE SALARY GRADE	Position Title
Qualification Standards									
	Preferably with CS Subprofessional Eligibility/ First Level Eligibility	Preferably with 4 hours of relevant training	Preferably with 1 year of relevant experience	Completion of 2 years studies in College	PSA-RSSO 07-Siquijor		P541.55	SG-3	<p>Alternate (Phisys Registration Team)</p> <ul style="list-style-type: none"> -Attends to the maintenance and sanitation of Registration Center. - Performs sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicants. - Serves as a reliever in absence of the Data Encoder and Screener, and - Performs other tasks that may be assigned by the Registration Team Supervisor