



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

Reference No: 21RSSO07-477

CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE - 7 (UNDER CONTRACT OF SERVICE WORKER) TO BE ASSIGNED IN RSSO VII-CRASD.

Posting Period : 23 July 2021 – 01 August 2021
Filing Period : 23 July 2021 – 01 August 202 (except Saturdays, Sundays and Holidays)
Deadline of Submission: 5:00 PM 01 August 2021

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 with salary (SG) level and specific division or place of assignment as posted.
2. Fully accomplished Personal Data Sheet (PDS) with recent ID picture taken within three (3) months prior to submission of application (**CSC Form No. 2012. Revised 2017**) with **Work Experience Sheet** (Attachment to CS Form No. 212) duly subscribed and sworn to by an authorized administering officer;
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

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

Email Address: psa07.rso@gmail.com

2. Applicants may submit personally or through courier through the address listed above.
3. Applicants who sent application and documents through courier must submit, within three (3) calendar days from sending thereof, the return slip of tracking number receipt through email at psa07.rso@gmail.com
4. Application stating NO salary grade and specific place of assignment as posted will automatically be rejected.
5. 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.
6. Applicant and documents submitted after the deadline on **01 August 2021 at 5:00 PM** will not be accepted.
7. Application with incomplete required document/s including the required information or data therein will not be accepted.

Approved:


ARIEL E. FLORENDO
Regional Director

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSS07)
(Under Contract of Services Worker)

	Position Title	SG	Daily Wage Rate	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Administrative Aide VI Main Function: 1. Assists the BAC secretariat to organize and make all necessary arrangements for BAC meetings and conferences; 2. Prepares minutes of meetings and resolutions of the BAC; 3. Consolidates Procurement Monitoring Report (PMR) 4. Consolidates PPMPs/Supplemental PPMPs from various units of the procuring entity to make the available for review as indicated in Section 7 of this IRR; and 5. Post invitation to Bids in the PhilGeps 6. Performs other tasks that may be assigned by supervisor/s.	6	782.18	2	CRASD-Admin Unit	Bachelor's Degree	preferably with experience	None required	with at least CSC Subprofessional/ First Level Eligibility	Has Procurement Experience is an advantage
2	Administrative Aide VI Main Functions 1. Takes charge in safekeeping & maintenance of personnel records: 2. Types drafts of various report, and correspondence prepared by the supervisor. 3. Assist the Accounting Unit in the preparation of reports and other clerical jobs 4. Provide administrative support to the division 5. Operates machines/encodes reports, policies, directives, circulars, memoranda orders, rules, & regulations & information for dissemination to and/or implementation by the various division/unit. 6. Retrieve, cross-checks records for reproduction & authentication. 7. Performs other tasks that may be assigned by supervisor/s.	6	782.18	1	Accounting Unit	Bachelor's Degree (preferably Accounting or Business Course)	preferably with experience	None required	with at least CSC Subprofessional/ First Level Eligibility	Has Accounting Experience is an advantage