Reference No: 22PSASIQ-001

CALL OF APPLICANTS

CALL FOR APPLICANTS FOR THE CONTRACT OF SERVICE WORKER (COSW) POSITIONS (CBMS AREA SUPERVISOR AND CBMS ENUMERATOR) UNDER THE 2022 COMMUNITY-BASED MONITORING SYSTEM (CBMS) OPERATIONS IN PHILIPPINE STATISTICS AUTHORITY - SIQUIJOR

Posting Period   :   20 MAY – 02 JUNE 2022

Filing Period   :   20 MAY – 02 JUNE 2022 (except Saturdays, Sundays and Holidays)

Deadline of Submission**:**   5:00 PM 02 JUNE 2022

Instructions for strict compliance:

1. Interested applicants shall submit a duly accomplished **CBMS Application Form** to the following addressed:

    AURELIA M. CANDA
    Chief Statistical Specialist
    PSA-Siquijor Provincial Statistical Office
    Poblacion, Siquijor, Siquijor
    Contact: (035) 542-5239, (035) 542-5374
    Email Address: psa07.siquijorhr@gmail.com

2. Applicants may submit thru email or personally or through courier through the address listed above. Applicants may download the CBMS Application Form at https://tinyurl.com/CBMSAppForm .

3. After pre-evaluation, the applicants shall be scheduled for a Qualifying Examination and Interview.

4. Once accepted, the following shall be required before assumption to duty:

    - Three (3) original copies of duly accomplished CS Form 212 (Personal Data Sheet)
    - One (1) passport size picture (4.5cm x 3.5cm), for ID card
    - Photocopy of Police Clearance or NBI Clearance
    - Photocopy of Medical Certificate (fit to work)
    - Photocopy of Transcript of Records/Diploma/Certification of Highest Grade/Year Completed
    - Photocopy of Certificate of Employment and Trainings (if any)

5. Application submitted after the deadline on **02 JUNE 2022** at **5:00 PM** will not be accepted.

QUALIFICATIONS:

1. **CBMS AREA SUPERVISOR (CAS)**

   - Preferably college graduate;
   - Preferably with experience and training in census/survey undertakings of the Philippine Statistics Authority (PSA);
   - Preferably with supervisory experience in census/survey or similar operations;
   - Physically fit to do field work (if female, must not be pregnant);
   - Preferably a resident of the barangay or municipality;
   - Leadership potential;
   - Alertness and interest;
   - With good written and oral communication skills; and
   - With enough familiarity of place of assignment and able to speak the local dialect

2. **CBMS ENUMERATOR**

   - At least Senior High School (SHS) graduate, or have completed 2nd year college (old curriculum) – for a SHS graduate below 17 years old, parental consent is required;
   - Physically fit to do field work (if female, must not be pregnant);
   - Knowledgeable in operating android devices (tablets);
   - Able to speak the local dialect;
   - With ability to deal with the public tactfully;
   - With good moral character;
   - Willing to be assigned in any barangay of the municipality;
   - Willing to work on weekends, holidays, and beyond 5:00pm, if necessary;
   - Does not have any existing work contract with other office/agency; and
   - Not related up to fourth degree of consanguinity or affinity of the appointing/recommending officers or direct/immediate supervisors.

   Moreover, the following are the preferred qualifications:

   - Preferably college graduate;
   - Preferably with experience and training in census/survey undertakings of the Philippine Statistics Authority (PSA); and
   - Preferably a resident of the barangay or city/municipality.

Approved:

AURELIA M. CANDA
Chief Statistical Specialist

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Siquijor
(Under Contract of Service Worker)

Position Title	SG	Wages	No. of Vacancies	Place of Assignment	Qualification Standards				
					Education	Experience	Training	Eligibility	Remarks
CBMS AREA SUPERVISOR (CAS) **Main Function:** 1. Help in the coordination with local government agencies and local executives regarding the efficient conduct of the CBMS in his/her assigned area; 2. Assist in the publicity of information dissemination campaign, by distributing 2022 CBMS primers and posting in strategic places the posters and other materials provided by the PCSS; 3. Assist in the establishment of CBMS headquarters; 4. Attend the 2022 CBMS training diligently; 5. Act as trainer during the conduct of training, following strictly the schedule/plans specified in the Training Guide for TSs and ENs; 6. Recommend the TSs to be selected from among the trained ENs on the basis of their performance during the training; 7. Conduct a meeting with his/her TSs on the area/s of assignment and their itinerary; 8. Assists in providing the CBMS Personnel Unique Codes for TS, and EN; 9. Assist in securing the copy of the EA Reference File (EARF) from PCSS for his/her assigned area, 10. Assist in providing the TS and EN with the block maps for their area of assignment; 11. Allocate and distribute all the CBMS questionnaires/forms, supplies, and materials needed for the enumeration in areas assigned to him/her; and 12. Perform other CBMS-related duties that may be assigned from time to time by the PCSS and HCAS. 13. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	611.00	1	Municipality of Enrique Villanueva	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA)and/or other related field	None Required	
CBMS AREA SUPERVISOR (CAS) **Main Function:** 1. Help in the coordination with local government agencies and local executives regarding the efficient conduct of the CBMS in his/her assigned area; 2. Assist in the publicity of information dissemination campaign, by distributing 2022 CBMS primers and posting in strategic places the posters and other materials provided by the PCSS;									

Position Title	SG	Wages	No. of Vacancies	Place of Assignment	Qualification Standards				
					Education	Experience	Training	Eligibility	Remarks
3. Assist in the establishment of CBMS headquarters; 4. Attend the 2022 CBMS training diligently; 5. Act as trainer during the conduct of training, following strictly the schedule/plans specified in the Training Guide for TSs and ENs; 6. Recommend the TSs to be selected from among the trained ENs on the basis of their performance during the training; 7. Conduct a meeting with his/her TSs on the area/s of assignment and their itinerary; 8. Assists in providing the CBMS Personnel Unique Codes for TS, and EN; 9. Assist in securing the copy of the EA Reference File (EARF) from PCSS for his/her assigned area, 10. Assist in providing the TS and EN with the block maps for their area of assignment; 11. Allocate and distribute all the CBMS questionnaires/forms, supplies, and materials needed for the enumeration in areas assigned to him/her; and 12. Perform other CBMS-related duties that may be assigned from time to time by the PCSS and HCAS. 13. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	611.00	1	Municipality of Larena	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA)and/or other related field	None Required	
CBMS AREA SUPERVISOR (CAS) **Main Function:** 1. Help in the coordination with local government agencies and local executives regarding the efficient conduct of the CBMS in his/her assigned area; 2. Assist in the publicity of information dissemination campaign, by distributing 2022 CBMS primers and posting in strategic places the posters and other materials provided by the PCSS; 3. Assist in the establishment of CBMS headquarters; 4. Attend the 2022 CBMS training diligently; 5. Act as trainer during the conduct of training, following strictly the schedule/plans specified in the Training Guide for TSs and ENs; 6. Recommend the TSs to be selected from among the trained ENs on the basis of their performance during the training; 7. Conduct a meeting with his/her TSs on the area/s of assignment and their itinerary; 8. Assists in providing the CBMS Personnel Unique Codes for TS, and EN; 9. Assist in securing the copy of the EA Reference File (EARF) from PCSS for his/her assigned area, 10. Assist in providing the TS and EN with the block maps for their area of assignment;	-	611.00	1	Municipality of Maria	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA)and/or other related field	None Required	

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					Education	Experience	Training	Eligibility	Remarks
11. Allocate and distribute all the CBMS questionnaires/forms, supplies, and materials needed for the enumeration in areas assigned to him/her; and 12. Perform other CBMS-related duties that may be assigned from time to time by the PCSS and HCAS. 13. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.									
CBMS AREA SUPERVISOR (CAS) **Main Function:** 1. Help in the coordination with local government agencies and local executives regarding the efficient conduct of the CBMS in his/her assigned area; 2. Assist in the publicity of information dissemination campaign, by distributing 2022 CBMS primers and posting in strategic places the posters and other materials provided by the PCSS; 3. Assist in the establishment of CBMS headquarters; 4. Attend the 2022 CBMS training diligently; 5. Act as trainer during the conduct of training, following strictly the schedule/plans specified in the Training Guide for TSs and ENs; 6. Recommend the TSs to be selected from among the trained ENs on the basis of their performance during the training; 7. Conduct a meeting with his/her TSs on the area/s of assignment and their itinerary; 8. Assists in providing the CBMS Personnel Unique Codes for TS, and EN; 9. Assist in securing the copy of the EA Reference File (EARF) from PCSS for his/her assigned area, 10. Assist in providing the TS and EN with the block maps for their area of assignment; 11. Allocate and distribute all the CBMS questionnaires/forms, supplies, and materials needed for the enumeration in areas assigned to him/her; and 12. Perform other CBMS-related duties that may be assigned from time to time by the PCSS and HCAS. 13. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	611.00	1	Municipality of San Juan	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA)and/or other related field	None Required	
CBMS ENUMERATOR **Main Function:** 1. Interview the responsible household member using the CBMS Form 2 Household Profile Questionnaire; 2. Correctly record the geolocation and list all the buildings/housing; and 3. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	491.00	6	Municipality of Enrique Villanueva	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	None Required	

	Position Title	SG	Wages	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
	CBMS ENUMERATOR **Main Function:** 1. Interview the responsible household member using the CBMS Form 2 Household Profile Questionnaire; 2. Correctly record the geolocation and list all the buildings/housing; and 3. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	491.00	9	Municipality of Larena	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	None Required	
	CBMS ENUMERATOR **Main Function:** 1. Interview the responsible household member using the CBMS Form 2 Household Profile Questionnaire; 2. Correctly record the geolocation and list all the buildings/housing; and 3. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	491.00	9	Municipality of Maria	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	None Required	
	CBMS ENUMERATOR **Main Function:** 1. Interview the responsible household member using the CBMS Form 2 Household Profile Questionnaire; 2. Correctly record the geolocation and list all the buildings/housing; and 3. Conduct filed editing in cases when inconsistencies are found in the questionnaires/forms submitted.	-	491.00	17	Municipality of San Juan	Preferably college graduate	Preferably with experience in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	Preferably with training in census/survey undertakings of the Philippine Statistics Authority (PSA) and/or other related field	None Required	