



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

CALL FOR APPLICANTS FOR CONTRACT OF SERVICE WORKERS (COSWs)

Posting Period: 07 to 13 September 2022
Filing Period: 07 to 13 September 2022 (except
Saturdays, Sundays, and Holidays)
Deadline of Submission: 5:00 PM 13 September 2022
All applications should be addressed to:

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

The Philippine Statistics Authority (PSA), Bohol Provincial Statistical Office is in need of Contract of Service Workers (COSWs) for the implementation of Philippine Identification System (PhilSys) Printable ID. Registration Centers will operate for seven (7) days a week, ten (10) hours a day. Shifting/rotation of personnel shall be done to ensure continuous operations and each personnel will have one (1) day off per week.

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 (CSC Form No. 212 Revised 2017)** with recent ID picture taken within three (3) months prior to submission of application;
3. **Work Experience Sheet** (CSC Form No. 212A) for those who have relevant work experience;
4. Photocopy of **Authenticated Eligibility** (CSC, CESB, RA 1080, PRC, PD 907), if applicable;
5. Photocopy of **Transcript of Record and Diploma**;
6. Photocopy of **Certificate/s of Training**; and
7. **Certificate of Work Experience** relevant to the position.



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Minimum qualification standards and functions for the hired personnel are as follows:

Thirteen (13) Registration Center Supervisors

(SG 9: Php 1,113.34/day)

Qualification Standards:

- 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/Second Level Eligibility;
- With good moral character;
- Physically fit and able (if female must not be pregnant);
- With no existing work contract/employment;
- Willing to work on Saturdays, Sundays, and holidays if necessary; and
- Able to speak the dialect dominant in the province and willing to be assigned in another city/municipality.

Forty (40) Registration Kit Operators

(SG 7: Php 976.08/day)

Qualification Standards:

- Bachelor's Degree relevant to the job;
- Preferably with CS Professional/Second Level Eligibility;
- With good moral character;
- Physically fit and able (if female must not be pregnant);
- With no existing work contract/employment;
- Willing to work on Saturdays, Sundays, and holidays if necessary; and
- Able to speak the dialect dominant in the province and willing to be assigned in another city/municipality.

Thirteen (13) Screeners

(SG 3: Php 771.14/day)

Qualification Standards:

- Completion of at least 2 years studies in College;
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training;
- Preferably with CS Subprofessional/First Level Eligibility;
- With good moral character;
- Physically fit and able (if female must not be pregnant);
- With no existing work contract/employment;
- Willing to work on Saturdays, Sundays, and holidays if necessary; and
- Able to speak the dialect dominant in the province and willing to be assigned in another city/municipality.



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Thirteen (13) Alternate Screeners

(SG 3: Php 771.14/day)

Qualification Standards:

- Completion of at least 2 years studies in College;
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training;
- Preferably with CS Subprofessional/First Level Eligibility;
- With good moral character;
- Physically fit and able (if female must not be pregnant);
- With no existing work contract/employment;
- Willing to work on Saturdays, Sundays, and holidays if necessary; and
- Able to speak the dialect dominant in the province and willing to be assigned in another city/municipality.

ADDITIONAL INSTRUCTIONS FOR STRICT COMPLIANCE

All applicants are required to **SUBMIT** their application and requirements thru email or to the following address:

JESSAMYN ANNE C. ALCAZAREN

Chief Statistical Specialist

PSA-Bohol Provincial Statistical Office

3rd Floor Galleria Luisa, Gallares St., Tagbilaran City, Bohol

Contact: (038) 501-0996 & (038) 427-4361

Email Address: psa07.bohol.philsysstaff@gmail.com

1. Applicants may submit thru email or personally at the addresses listed above.
2. Application not stating specific position, place of assignment, and salary grade level as posted will automatically be rejected.
3. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat on or before the interview. None presentation of any of these documents will automatically disqualify the applicant.
4. Applicant and documents submitted after the deadline on **13 September 2022 at 5:00 PM** will not be accepted.
5. Application with incomplete required document/s including the required information or data therein will not be accepted.

Reviewed by:

JESSAMYN ANNE C. ALCAZAREN

Chief Statistical Specialist

Approved:

ARIEL E. FLORENDO

Regional Director