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REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

Reference No. 22RSS007-207

### HIRING ADVISORY

CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE -7 UNDER CONTRACT OF SERVICE WORKER FOR THE HIRING OF ADMINISTRATIVE AIDE VI TO BE ASSIGNED AT RSSO VII-CRASD WITH THE PERIOD OF CONTRACT OF SERVICE UNTIL 30 JUNE 2022.

Posting Period : 13-22 April 2022

Filing Period : 13-22 April 2022 (except Saturdays, Sundays and Holidays)

Deadline of Submission: **5:00 PM 22 April 2022**

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) (refer to Guide on filling out Personal Data Sheet);
3. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907);
4. Photocopy of Transcript of Record and Diploma;
5. Photocopy of Certificate/s of Training/s and
6. Photocopy of Certificates/s of Experience relevant to the position if applicable.

**Additional instructions for strict compliance:**

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

**ARIEL E. FLORENDO**

Regional Director

Philippine Statistics Authority-RSSO7

Gaisano Capital South Bldg., Colon St.

Cebu City

Email Address: [psa07.applications@gmail.com](mailto:psa07.applications@gmail.com)

2. Applicants may submit their requirements online/courier through the email/address listed above.

***Subject: (Applicant Submission) Call for Intent/Application for COSW at RSSO VII***

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.applications@gmail.com](mailto:psa07.applications@gmail.com)
4. 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.
5. Application stating NO salary grade and specific place of assignment as posted will automatically be rejected.
6. Applicant and documents submitted after the deadline on **22 April 2022 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

