



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

Reference No: 22RSSO07-444

CALL OF APPLICANTS

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 (SG-6) POSITION TO BE ASSIGNED AT RSSO VII-CRASD.

Posting Period : 11-20 July 2022
Filing Period : 11-20 July 2022 (except Saturdays, Sundays and Holidays)
Deadline of Submission: 5:00 PM 20 July 2022

All Applications should be addressed to: **ARIEL E. FLORENDO**
Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg.,
Colon St. Cebu City

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
3. **Work Experience Sheet** (Attachment to CS Form No. 212- As attachment to PDS) For those who have work experienced.
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 Employment

Additional instructions for strict compliance:

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

ARIEL E. FLORENDO
Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg., Colon St. Cebu City
Email Address: psa07.applications@gmail.com

2. Applicants may submit their requirements online/courier through the email/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.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 **20 July 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

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 Wages	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Administrative Aide VI	6	920.56	1	RSSO 07-CRASD	Bachelor's Degree	preferably with experience	None required	with at least CSC Subprofessional/ First Level Eligibility	Has Procurement Experience is an advantage
	Main Function: 1. Assists in the preparation of Fund Transfer 2. Assists in the preparation of Monthly and Quarterly Reports 3. Assists in the monitoring of funds, obligation request status and subsidiary ledger 4. Assist in the budget officer in preparation of document4 5. Performs other tasks that may be assigned by supervisor/s.									