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REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

Reference No: 23RSSO07-066A

### CALL FOR APPLICANTS FOR THE VACANT POSITION “**ADMINISTRATIVE AIDE VI**” AT PSA- REGIONAL STATISTICAL SERVICES OFFICE - 7 (UNDER CONTRACT OF SERVICE WORKER)

Posting Period : **03 to 13 February 2023**  
Filing Period : **03 to 13 February 2023** (except Saturdays,  
Sundays and Holidays)

Deadline of Submission: **5:00 PM 13 February 2023**

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

Applicants are required to submit the following:

1. Signed **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 duly subscribed and sworn to by an authorized administering officer;
3. Signed **Work Experience Sheet** (CSC Form No. 2012-as attachment to PDS)
4. Photocopy of **Authenticated Eligibility** (CSC, RA 1080 PD 907, etc.);
5. Photocopy of **Transcript of Record**;
6. Photocopy of **Certificate/s of Training** and
7. Signed **Individual Performance Commitment Review (IPCR)** or its equivalent for the last rating period

#### **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.applications@gmail.com](mailto:psa07.applications@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.applications@gmail.com](mailto:psa07.applications@gmail.com)
4. The PSA reserves the right to suspend or terminate the hiring process for whatever reason, or exclude/disqualify applicant/s for failure to comply with any of the foregoing requirements and instructions without incurring liabilities against them, particularly on the proper filling out of PDS as prescribed by the Civil Service Commission Memorandum Circular No. 16, s. 2017.
5. Applicant and documents submitted after the deadline which is **13 February 2023** at **5:00 PM** will not be accepted.
6. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered. required document/s including the required information or data therein will not be accepted.

Approved:

  
**ARIEL E. FLORENDO**  
Regional Director