



Republic of the Philippines
Philippine Statistics Authority

Reference No: 23RSSO07-335

CALL FOR APPLICANTS FOR THE VACANT POSITIONS
ADMINISTRATIVE AIDE VI AT PSA- REGIONAL STATISTICAL SERVICES OFFICE - 7
(UNDER CONTRACT OF SERVICE WORKER)

Posting Period : **12-21 April 2023**
Filing Period : **12-21 April 2023** (except Saturdays,
Sundays and Holidays)
Deadline of Submission: **5:00 PM 21 April 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 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

2. Applicants may submit personally or through courier through the address listed above or email @ psa07.applications@gmail.com

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. 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 **21 April 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

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)
 (Under Contract of Services Worker)
 Posting Period: **12 April 2023 to 21 April 2023**

	Position Title	SG	Daily wage	No. of Vacancies	Place of Assignment	Qualification Standards				Remarks
						Education	Experience	Training	Eligibility	
	Administrative Aide VI									
2	Main Function: 1. Coordination to the RSC and RLAs &Expanded MANCOM Agencies 2. Encoding and Editing of survey questionnaires 3. Preparation of various report and correspondence prepared by the supervisor 4. Reproduce survey forms and other admin forms 5. Facilitates documents for Signature both CRASD and SOCD 6. Perform other tasks assigned by the Immediate Supervisor and the Project Director.	6	Php920.56/DAY	2	RSSO 07-SOCD	Completion of 2 years of studies in college	Preferably with relevant work experience	Preferably with relevant training	Preferably with CS Professional/ First Level Eligibility	