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Republic of the Philippines
Philippine Statistics Authority

Reference No: 23RSSO07-425

CALL FOR APPLICANTS FOR THE VACANT POSITIONS **ASSISTANT STATISTICIAN, CLERK AND MACHINE PROCESSOR** FOR 2022 CENSUS OF FISHERIES AND AGRICULTURE AT PSA- REGIONAL STATISTICAL SERVICES OFFICE 07 – STATISTICAL OPERATIONS & CORRODINATION DIVISION (RSSO 07-SOCD).

Posting Period : **11-22 May 2023**
Filing Period : **11-22 May 2023** (except Saturdays, Sundays and Holidays)
Deadline of Submission: **5:00 PM 22 May 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

ASSISTANT STATISTICIAN:

- Must be college graduate
- Preferably with basic knowledge in statistics, mathematics, agriculture or fisheries;
- Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- Must have a good technical writing skills and coordination skills;
- Excellent organizational skills, with the ability to handle multiple assignments, prioritize, and ensure that all deadlines are met;
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- Preferably fully vaccinated (or received at least two doses of Covid-19 vaccine)
- Physically fit; With good moral character; Willing to work beyond office hours, if necessary; and
- With no existing work contract with other offices/agencies.

CLERK (RECEIPT AND CONTROL CLERK):

- Must be college graduate
- Must have basic knowledge in accounting (for accounting clerk);
- Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- Preferably fully vaccinated (or received at least two doses of Covid-19 vaccine)
- Physically fit;
- With good moral character;
- Willing to work beyond office hours, if necessary; and
- With no existing work contract with other offices/agencies.

MACHINE PROCESSOR:

- Preferably a college graduate with Information Technology course or any related course;
- Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- Preferably knows how to use android mobile devices (tablet, smartphone);
- Preferably fully vaccinated (or received at least two doses of Covid-19 vaccine);
- Physically fit;
- With good moral character;
- Willing to work on Saturdays, Sundays and/or holidays and beyond 5:00 p.m., if necessary; and
- With no existing work contract with other offices/agencies.

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 **22 May 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