



Republic of the Philippines

Philippine Statistics Authority

Reference No: 23RSSO07-823

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

Posting Period : 07 September 2023 – 18 September 2023

Filing Period : 07 September 2023 – 18 September 2023
(except Saturdays, Sundays and Holidays)

Deadline of Submission: 5:00 PM 18 September 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. 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) duly subscribed and sworn to by an authorized administering officer;
3. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907); if applicable
4. Photocopy of Transcript of Record and Diploma;
5. Photocopy of Certificate/s of Training and
6. Certificate of Experience relevant to the position

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

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
4. Application stating NO salary grade and specific place of assignment as posted will automatically be rejected.
5. Applicant and documents submitted after the deadline on **18 September 2023** at **5:00 PM** will not be accepted.
6. 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)
 Posting Period: **07 September 2023 to 18 September 2023**

	Position Title	SG	Daily wage	No. of Vacancies	Place of Assignment	Qualification Standards				Remarks
						Education	Experience	Training	Eligibility	
1	Administrative Aide VI									
	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		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	