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Reference No: 23RO0722-08-365

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

Posting Period : **24 August 2023 - 7 September 2023**
Filing Period : **24 August 2023 - 7 September 2023**
(Except Saturdays, Sundays and Holidays)
Deadline of Submission: **5:00 PM 7 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. Signed **Application Letter** stating the specific position title with the 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 to 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** (CSSC, RA 1080, PD 907, etc.);
5. Photocopy of the **Transcript of Record/Diploma**;
6. Photocopy of **Certificate/s of Training**; and
7. Signed **Individual Performance Commitment Review (IPCR)** or its equivalent for the last rating period.

ACCOUNTING CLERK

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

PSO CLERK

- Must be a college graduate;
- Must have basic knowledge of accounting (for accounting clerk);
- Computer literate, with knowledge of word processors, spreadsheet software, and encoding;
- Preferably fully vaccinated (or received at least two doses of the COVID-19 vaccine).
- Physically fit;
- With good moral character;
- Willing to work beyond office hours, if necessary; and
- With no existing work contracts 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 click this link: <https://tinyurl.com/CAF-OFC-BASED>
3. Applicants who sent applications 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.cebupapplications@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. Applicants and documents submitted after the deadline, which is **7 September 2023**, at 5:00 PM, will not be accepted.
6. Applications with incomplete attachments and/or incomplete information or signatures 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