



Reference No: 23RSSO07-479

CALL FOR APPLICANTS FOR VACANT **OFFICE-BASED POSITIONS** FOR 2022 CENSUS OF AGRICULTURE AND FISHERIES (2022 CAF)-UNDER CONTRACT OF SERVICE WORKER AT PSA-SIQUIJOR PROVINCIAL STATISTICAL OFFICE.

Posting/Filing Period : **01 June 2023** to **13 June 2023**

Deadline of Submission : **5:00 PM, 13 June 2023** (except Saturdays, Sundays and Holidays)

Application Letter should be addressed to :

ARIEL E. FLORENDO

Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg., Colon St. Cebu City

For Inquiries : Telephone Nos. (035) 542-5239/ 542-5371 or
Mobile Phone Nos. (+63) 917 809 9972
Email the HRO Designate at
psa07siquijor.careers@gmail.com or at
j.dagohoy@psa.gov.ph

Applicants are required to **SUBMIT** the following:

1. Signed **Application Letter** stating the specific position title with specific place of assignment as posted.

Reminder: (Don't forget to sign the application letter)

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;

Reminder: (Don't forget to sign the spaced intended for Signature at the bottom part of each page of the PDS.)

3. Signed **Work Experience Sheet (WES)** (CSC Form No. 2012-as attachment to PDS)

Reminder: (Don't forget to sign the WES)

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

- Signed **Individual Performance Commitment Review (IPCR)** or its equivalent for the last rating period

All applicants will undergo a written and hands-on examination. Applicants who have passed the examinations will be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality. **Once accepted**, the following shall be required before assumption of duty.

Requirements	Copy
Police Clearance and/or National Bureau of Investigation (NBI) Clearance, preferably issued within the past six months prior to hiring	1 photocopy
Picture (1 ½" x 1 ½") for ID card	1 copy
Tax Identification Number (TIN)	1 photocopy
Oath of Data Privacy	1 copy
Insurance Certificate (or similar proof)	1 photocopy
Medical Certificate (x-ray result and/ or Certification of Fit to Work issued by a government hospital) including Psychological Results	1 photocopy
BIR Certificate of Registration (Form 1901 with Official Receipt)	1 copy
Payroll/Savings Account (LBP), if applicable	1 photocopy

Additional instructions for strict compliance:

- Applicants are required to **submit** the application to:

For walk-in applicants, please submit your application to the office
(Kindly refer to the address below):

JOSELITO C. MAGHANOY
(Supervising Statistical Specialist)
Officer-In-Charge
PSA Siquijor Provincial Statistical Office
Siquijor, Siquijor

For online applications, please email at psa07siquijor.careers@gmail.com

- 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 psa07siquijor.careers@gmail.com.
- 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.
- Applicant and documents submitted after the deadline which is **13 June 2023 at 5:00 PM** will not be accepted.

5. 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 by:


ARIEL E. FLORENDO
Regional Director