



Reference No: 23RO0722-07-164

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

Posting Period : **19-29 July 2023**
Filing Period : **19-29 July 2023** (except Saturdays,
Sundays and Holidays)
Deadline of Submission: **5:00 PM 29 July 2023**

Where to File Applications: **MELCHOR B. BAUTISTA**
Chief Statistical Specialist
Philippine Statistics Authority-Cebu
2/f Martina Sugbo Center P. Burgos St., Cebu City
Telephone nos. (032) 255-8573

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. Photocopy of **Transcript of Record/Diploma**;

CENSUS AREA SUPERVISOR (CAS) AND ASSISTANT CENSUS AREA SUPERVISOR (ACAS)

- a) Preferably college graduate of Information Technology or any IT related course or a Tech-savvy person
- b) Resident of the assigned city/municipality; (willing to be assigned in other city/municipality without additional expenses)
- c) Preferably with experience in census/survey undertaking;
- d) Preferably with supervisory background in census, survey or similar operations;
- e) Computer literate, with knowledge in word processor, spreadsheet software and encoding;
- f) Preferably knows how to use android mobile devices (tablets, smartphones);

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- g) With legible handwriting;
- h) Physically fit (for female: if pregnant, must submit waiver);
- i) With good moral character;
- j) Preferably fully vaccinated (or received at least two doses of Covid-19 vaccine)
- k) Willing to work on Saturdays, Sundays and/or holidays and beyond 5:00 p.m., if necessary; and
- l) With no existing work contract with other offices/agencies.

TEAM SUPERVISOR AND ENUMERATOR

- a. Must be a college graduate, or has completed at least second year college;
- b. Preferably with experience and training in census/survey undertakings of the PSA;
- c. Preferably college graduate or undergraduate of Agriculture or Fishery courses;
- d. Preferably knows how to use android mobile devices (tablets, smartphones);
- e. With legible handwriting (preferably in printed capital letters);
- f. Able to speak the local dialect;
- g. Physically fit for field work (if female, must not be pregnant);
- h. With good moral character;
- i. With ability to deal with the public tactfully;
- j. Preferably resident of the barangay/enumeration area (EA) or city/ municipality when needed;
- k. Preferably fully vaccinated (or received at least two doses of Covid-19 vaccine)
- l. Willing to be assigned in any barangay;
- m. Willing to work on Saturdays, Sundays and/or holidays and beyond 5:00 p.m., if
- n. necessary; and
- o. 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:

MELCHOR B. BAUTISTA

Chief Statistical Specialist

Philippine Statistics Authority-Cebu

2/f Martina Sugbo Center P. Burgos St., Cebu City

Telephone nos. (032) 255-8573

2. Applicants may submit personally or through courier through the address listed above or click this link <https://tinyurl.com/23CAFFldPrsnl>

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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.ceuapplications@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 **29 July 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:


MELCHOR B. BAUTISTA
Chief Statistical Specialist

PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office 7- CEBU

Posting Period: 19 July 2023 to 29 July 2023

1	Position Title	SG	Daily wage	Place of Assignment	Qualification Standards				Remarks
					Education	Experience	Training	Eligibility	
	CENSUS AREA SUPERVISOR (CAS) Main Function: Coordinates with local government agencies and local executives in his/her assigned area;			City of Carcar City of Nagai Mindanilla San Fernando Sibonga Talisay City Alcoy Argao Boljoon Dalaguete Oslob Sambuan Santander Bantayan Daanbantayan Madrilejos Medellin San Remigio Santa Fe Tabogon Tabuelan City of Boggo Borbon Carmen Catmon Compostela Liloan Pilar Poro San Francisco Sogod Tudela Danao City Alcantara Alegria Badian Dumanjug Ginatlitan Malabuyoc Moalboal Ronda Cebu City City of Lapu-Lapu Cordova Consolacion Mandaue City	Must be a college graduate, and being computer literate is an advantage.	Preferably with experience in census/survey undertaking	None Required	None Required	
	Perform other tasks assigned by the Immediate Supervisor.		Php 651.00						

Pays courtesy calls to the City/Municipality Mayor and assist census field personnel during the first day of field operation such as in making courtesy calls to Punong Barangays and in conducting ocular inspection of EA boundaries;

2	Position Title	SG	Daily wage	Place of Assignment	Qualification Standards					Remarks
					Education	Experience	Training	Eligibility		
	ASSISTANT CENSUS AREA SUPERVISOR (ACAS) Main Function: Assists in the coordination with local government agencies/ barangay officials regarding the efficient conduct of the census in his/her assigned area: Pays courtesy calls to the City/Municipality Mayor and assist census field personnel during the first day of field operation such as in making courtesy calls to Pulong Barangays and in conducting ocular inspection of EA boundaries:		Php 601.00	City of Carcar City of Naga Minglanilla San Fernando Sibonga Talisay City Alcoy Argao Boljoon Dalaguete Oslob Samboan Santander Bantayan Daanbantayan Medellin San Remigio Santa Fe Tabogon Tabuelan City of Bogo	Must be a college graduate, and being computer literate is an advantage.	Preferably with experience in census/ survey undertaking	None Required	None Required		
	Perform other tasks assigned by the Immediate Supervisor.			City of Carcar City of Naga Minglanilla San Fernando Sibonga Talisay City Alcoy Argao Boljoon Dalaguete Oslob Samboan Santander Bantayan Daanbantayan Medellin San Remigio Santa Fe Tabogon Tabuelan City of Bogo Borbon Carmen Catmon Compostela Liloan Pilar Poro San Francisco Sogod Tudela Danao City Alcantara Alegria Badjan Dumanjug Ginatlian Malabuyoc Moalboal Ronda Cebu City City of Lapu-Lapu Cordova Consolacion Mandaue City						

4	Position Title	SG	Daily wage	Place of Assignment	Qualification Standards				
					Education	Experience	Training	Eligibility	Remarks
<p>ENUMERATOR</p> <p>Main Function:</p> <p>ption to gain knowledge on the various census concepts, definitions, and</p> <p>Pays courtesy calls to the City/Municipality Mayor and to Punong Barangays and conduct ocular inspection of EA boundaries.</p> <p>Perform other tasks assigned by the Immediate Supervisor.</p>									
			Php 491.00	City of Carcar City of Naga Minglanilla San Fernando Sibonga Talisay City Alcoy Argao Boljoon Dalaguete Oslob Samboan Santander Bantayan Daanbantayan Madridejos Medellin San Remigio Santa Fe Tabogon Tabuelan City of Bogo Borbon Carmen Catmon Compostela Liloan Pilar Poro San Francisco Sogod Tudela Danao City Alcantara Alegria Badian Dumanjug Ginatlian Malabuyoc Moalboal Ronda Cebu City City of Lapu-Lapu Cordova Consolacion Mandaua City	Must be a college graduate, or has completed at least second year college	Preferably with experience in census/ survey undertaking	None Required	None Required	