



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICES OFFICE VII

Reference No. 20RSSO07-016

**CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY-
REGIONAL STATISTICAL SERVICES OFFICE -7 (UNDER CONTRACT OF SERVICE
WORKER)**

Posting Period : 10 -20 January 2020
Filing Period : 10 -20 January 2020 (except Saturdays, Sundays
and Holidays)
Deadline of Submission: 5:00 PM 20 January 2020
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 & 254-0470

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. An applicant may apply for a maximum of two (2) positions regardless of occupational group;
2. Three (3) original copies of duly 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) 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



Gaisano Capital South Bldg., Colon St., Cebu City
Telephone: (032) 256-0592 *Telefax: (032) 412-6794
www.psa.gov.ph * email address: psa07.rsso@gmail.com



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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.
3. Electronic filing of applications will not be accepted.
4. 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.rssso@gmail.com
5. Application stating NO salary grade and specific place of assignment as posted will automatically be rejected.
6. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. None presentation of any of these documents will automatically disqualify the applicant.
7. Applicant and documents submitted after the deadline on 20 January 2020 at 5:00 PM will not be accepted.
8. Application with incomplete required document/s including the required information or data therein will not be accepted.

Approved:


ARIEL E. FLORENDO
Regional Director



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PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)
(Under Contract of Services Worker)

	Position Title	SG	Monthly Salary	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
1	Assistant Statistician 1. Reviews and tabulates births, marriages and death statistics and controls all civil registry documents for submission to the Office of the Civil Registrar General; and 6. Procurement and Compliance 7. Performs other tasks that may be assigned by supervisor/s.	9	17,975.00	1	CRASD-PSA RSSO	Bachelor's Degree relevant to the job	None required	None required	Preferably with CS Professional/Second Level Eligibility	
	Administrative Assistant III 1. Prepares and issues breakdown of monthly allotment to Regional/Provincial Offices by functions and object of expenditures as well as issues additional funds which may be needed from time to time depending upon their activities to be undertaken; 2. Obligates claims and expenses incurred by the Office; 3. Maintains appropriate registry of allotment and obligations for PS. MOOE, and capital outlay; 4. Assists the Budget Officer in the preparation of work and financial plans of the region; 5. Performs other tasks that may be assigned by supervisor/s.	9	17,975.00	1	CRASD-PSA RSSO	Bachelor's Degree relevant to the job	None required	None required	Preferably with CS Professional/Second Level Eligibility	
4	Administrative Aide VI 1. Assists in safekeeping & maintenance of personnel records; 2. Assit the HR in the preparation of reports and other clerical jobs 3. Keeps and maintains all files (memoranda, correspondence, reports); 4. Receives and keeps log of all incoming/outgoing (phone, mail, fax, etc.) and transmits messages to concerned staff; 5. Assists in the Releases checks to claimant; 6. Checks/Examines supporting papers attached to all money claims and verifies accuracy and reasonableness of amount in accordance with accounting and auditing rules and accounting and auditing rules and regulations before submission to COA 7. Act as Liaison on remittances & payment of Utilities 8. Procurement and Compliance 9. Performs other tasks that may be assigned by supervisor/s.	6	14,847.00	2	CRASD-PSA RSSO	Bachelor's Degree relevant to the job	preferably with experience	None required	None Required	

<p>Administrative Aide VI 1. Reviews edited census and survey schedules, questionnaires, forms and documents for omission, consistency and reasonableness of entries; 2. Assists in the computation of statistical measures and indices for data produced from censuses, surveys and other projects of the office; 3. Helps draft format of census and survey schedules and questionnaires and corresponding instructions; 3 4. Edits folios and encodes questionnaires/survey forms, checks for completeness, consistency and validity of data; 5. Assists Statistical specialists or analysts in organizing data for tabulation and/or the preparation of statistical charts, graphs and similar devices and encoding of statistical narrative report; 6. Performs other tasks that may be assigned by supervisor/s.</p>	6	14,847.00	1	SOCD-PSA RSSO	Bachelor's Degree relevant to the job	preferably with experience	None required	None Required	
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