



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

Reference No. 20RSSO07-758

CALL FOR APPLICANTS FOR THE CONTRACT OF SERVICE WORKER (COSW) POSITIONS (**ADMINISTRATIVE AIDE IV/DRIVER AND UTILITY II**) IN THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys) OF **PSA- NEGROS ORIENTAL PROVINCIAL STATISTICAL OFFICE.**

Posting Period : 19-26 October 2020

Filing Period : 19-26 October 2020 (except Saturdays, Sundays and Holidays)

Deadline of Submission: 26 October 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 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) (refer to Guide on filling out Personal Data Sheet);
3. Photocopy of CSC/PRC Eligibility;
4. Photocopy of Transcript of Record and Diploma;
5. Photocopy of Certificate/s of Training/s and
6. Photocopy of Certificates/s of Experience relevant to the position

Additional instructions for strict compliance:

1. All applicants are required to submit their application/s addressed to:

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

Email Address: psa07.negrosoriental@gmail.com

2. Applicants may submit their requirements personally or online/courier through the email/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.negrosoriental@gmail.com
4. 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.
5. Applicant and documents submitted after the deadline **26 October 2020** 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