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REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY



Reference No.20RSSO07-385

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

Posting Period : 22 June – 06 July 2020
Filing Period : 22 June – 06 July 2020 (except Saturdays, Sundays
and Holidays)

Deadline of Submission: 5:00 PM, 06 July 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 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. Fully accomplished one (1) original copy of Civil Service Commission (CSC) Form 212 (revised 2017) with recent 1½” x 1½” Identification (ID) picture taken within three (3) months prior to submission or Personal Data Sheet (PDS) . Revised 2017), should be notarized;
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, if any.

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. Or submit application letter and requirements (shall be in pdf file) to email address:
psa07.rso@gmail.com.

4. Electronic filing of applications (through Facebook, Messenger) **WILL NOT BE ACCEPTED.**
5. Applicants who sent application and documents through courier must follow up receipt at the regional office, within three (3) calendar days from sending thereof.
6. Application letters and documents submitted after the deadline on 06 July 2020 at 5:00 PM will not be accepted.
7. All applicants will undergo a written examination. Applicants who have passed the written examination 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.
8. Once accepted, the following shall be required before assumption of duty.

Requirement	Copy
Fully accomplished Civil Service Commission (CSC) Form 212 (revised 2017) with recent 1½" x 1½" Identification (ID) picture taken within three (3) months prior to submission or Personal Data Sheet (PDS). (Revised 2017)	1 copy (original)
Police Clearance or National Bureau of Investigation (NBI) Clearance, preferably issued within the past six months prior to hiring	1 photocopy (original copy to be shown)
Picture (1 ½" x 1 ½") for ID card, recommended to be taken by the RSSO	1 copy
2020 Community Tax Certificate / Government-issued ID	1 photocopy (original copy to be shown)
Tax Identification Number (TIN)	
Tax exemption certificate from the Bureau of Internal Revenue (BIR)	
Medical Certificate (X-ray result and/ or Certification of Fit to Work issued by a government hospital)	
Drug Test Result	
Transcript of Records/ Diploma/Certification of Highest Grade/Year Completed	
Insurance Certificate (if available)*	
PhilHealth Membership ID (if available)*	

* The Civil Service Commission, Commission on Audit, and Department of Budget and Management issued Joint Circular No. 1, Series of 2017 date 15 June 2018 pertaining to the rules and regulations governing COSWS and Job Order (JO) Workers in the government. The said circular stipulates that statistical researchers hired under a Contract of Service (COS) or JO have the option to enroll themselves in social benefit programs through the Social Security System, Philippine Health Insurance Corporation (PhilHealth), and Pag-Ibig Fund as self-employed members.

Moreover, the payment of claims for expenses incurred as a result of injury or ailment or financial assistance in case of death of a hired statistical researcher/census personnel is prohibited under PSA Office Memorandum No. 2018-119 dated 18 June 2018.

Approved:


ARIEL E. FLORENDO
 Regional Director