



Republic of the Philippines

Philippine Statistics Authority

Reference No: 23RO0722-02-269

CALL FOR APPLICANTS

CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE-7 UNDER CONTRACT OF SERVICE WORKER FOR THE HIRING OF **THREE (3) ADMINISTRATIVE CLERK (SG-3)** TO BE ASSIGNED AT **RSSO VII-CEBU** WITH THE PERIOD OF CONTRACT OF SERVICE UNTIL 31 MARCH 2023.

Posting Period : 02-11 February 2023
Filing Period : 02-11 February 2023 (except Saturdays, Sundays and Holidays)
Deadline of Submission: 5:00 PM, 11 February 2023

Interested Applicants are required to submit the following through this link:

<https://tinyurl.com/PhilSysAdminClerk>

1. Application letter addressed to:

MELCHOR B. BAUTISTA
(Chief Statistical Specialist)
Officer-in-Charge
Philippine Statistics Authority-Cebu

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
3. Work Experience Sheet (Attachment to CS Form No. 212- As attachment to PDS) For those who have work experienced.
4. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907); if applicable
5. Photocopy of Transcript of Record and Diploma;
6. Photocopy of Certificate/s of Training and
7. Certificate of Experience relevant to the position

QUALIFICATIONS

- Completion of 2 years studies in College
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training
- Preferably with CS Professional Eligibility/ First Level Eligibility
- With good written and oral communication skills;
- Physically fit to do field work;
- With good moral character;
- Willing to work on weekends, holidays, and beyond 5:00 pm, if necessary; Does not have any existing work contract with other office/agency; and



2/F Martina Sugbo Center, P. Burgos St., Cebu City, Philippines 6000

Telephone: (032) 255-6187; 253-0848; 346-8726

www.psa.gov.ph



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- Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.

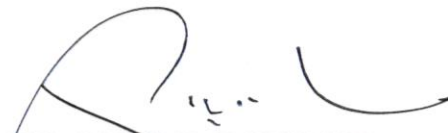
DUTIES AND RESPONSIBILITIES

- updates various monitoring sheets on a weekly basis;
- assists in the establishment of Registration Centers
- assists in the preparation of payroll, reimbursement, administrative reports and communications.
- updates daily accomplishment report at municipality level;
- assists in the conduct of hiring and recruitment of PhilSys personnel
- assists in the procurement of supplies, furnishings, and equipment to be used for PhilSys operations; and
- Performs other tasks and responsibilities that may be assigned by the PhilSys Supervisor.

Additional instructions for strict compliance:

1. All applicants are required to SUBMIT their application and requirements thru this link <https://tinyurl.com/PhilSysAdminClerk>
2. Application not stating specific place of assignment as posted will automatically be rejected.
3. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat on or before the interview. No presentation of any of these documents will automatically disqualify the applicant.
4. Applicant and documents submitted after the deadline on **11 February 2023 at 5:00 PM** will not be accepted.
5. Application with incomplete required document/s including the required information or data therein will not be accepted.

Approved:


MELCHOR B. BAUTISTA
(Chief Statistical Specialist)
Officer-in-Charge

