



Reference No: 23RO0722-06-294

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

Posting Period : **06-30 June 2023**

Filing Period : **06-30 June 2023** (except Saturdays,
Sundays and Holidays)

Deadline of Submission: **5:00 PM 30 June 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);

06 June 2023

- 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) of 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.cebupapplications@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. Applicant and documents submitted after the deadline which is **30 June 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