



Republic of the Philippines

Philippine Statistics Authority

Reference No: 23RO0722-02-444

CALL FOR APPLICANTS

CALL FOR APPLICANTS FOR THE PHILIPPINE STATISTICS AUTHORITY-REGIONAL STATISTICAL SERVICES OFFICE-7 CEBU UNDER CONTRACT OF SERVICE WORKER (COSW) FOR THE FOLLOWING POSITIONS AND SALARY GRADE (SG):

- **INFORMATION SYSTEMS ANALYST, SG 12**
- **REGISTRATION CENTER SUPERVISOR, SG 9**
- **REGISTRATION KIT OPERATOR, SG 7**
- **SCREENER, SG 3**
- **ALTERNATE SCREENER, SG 3**
- **ADMINISTRATIVE CLERK, SG 3**

Posting Period : 20 February to 02 March 2023
Filing Period : 20 February to 02 March 2023 (except Saturdays, Sundays and Holidays)
Deadline of Submission: 5:00 PM, 02 March 2023

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

<https://tinyurl.com/PhilSys2>

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



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

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

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Position: Information Systems Analyst I

Salary Grade: 12

No. of Vacancy: 1

Area of Assignment: PSA-Cebu Provincial Office

QUALIFICATIONS:

- Bachelor's Degree preferably in Computer Science, Information Technology, or other IT-related courses;
- Preferably with at least CS Professional/Second Level Eligibility or its equivalent;
- 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
- Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.

Position: Registration Center Supervisor

Salary Grade: 9

No. of Vacancy: 3

Area of Assignment: Balamban, Compostela/Liloan Cluster,
Pinamungajan/Aloguinsan Cluster

QUALIFICATIONS:

- Bachelor's Degree relevant to the job;
- Preferably with CS Professional Eligibility/ Second 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
- Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.

Position: Registration Kit Operator

Salary Grade: 7

No. of Vacancy: 11

Area of Assignment: Balamban, Pinamungajan/Aloguinsan Cluster,
Compostela/Liloan Cluster, Cebu City, and Lapulapu City

QUALIFICATIONS:

- Bachelor's Degree relevant to the job;
- Preferably with CS Professional Eligibility/ Second Level Eligibility;
- With good written and oral communication skills;



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

Position: Screener/ Alternate Screener

Salary Grade: 3

No. of Vacancy: 5

Area of Assignment: Tuburan/Asturias Cluster, Pinamungajan/Aloguinsan Cluster, and Mandaue City

QUALIFICATIONS:

- Completion of 2 years studies in College or Senior High School Graduate;
- Preferably with CS Sub-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
- Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.

Position: Administrative Clerk

Salary Grade: 3

No. of Vacancy: 1

Area of Assignment: PSA-Cebu Provincial Office

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

Additional instructions for strict compliance:



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1. All applicants are required to SUBMIT their application and requirements thru this link <https://tinyurl.com/PhilSys2>
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 **02 March 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

for:

Juanila R. Premne
JUANILA R. PREMNE
Supervising Statistical Specialist

