



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 THE FOLLOWING POSITIONS IN THE PHILIPPINE IDENTIFICATION SYSTEM REGISTRATION TEAM STEP 2 AND STEP 3 TO BE ASSIGNED AT **RSSO VII-CEBU** WITH THE PERIOD OF CONTRACT OF SERVICE UNTIL 30 JUNE 2023.

- **REGISTRATION CENTER SUPERVISOR**
- **EPHILID PERSONNEL**
- **REGISTRATION KIT OPERATOR**
- **SCREENER**

Posting and Filing Period: 11-22 May 2023

Deadline of Submission: 5:00 PM, 22 May 2023

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

<https://tinyurl.com/PHILSYSB3>

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 an attachment to PDS) for those who have work experience.
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

REGISTRATION CENTER SUPERVISOR

(Philsys Registration Team Step 3 ePhilID Delivery)

- Bachelor's Degree relevant to the job;
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training





- 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.

EPHILID PERSONNEL

(Philsys Registration Team Step 3 ePhIID Delivery)

- Completion of 2 years studies in college;
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training
- 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.

REGISTRATION KIT OPERATOR (Data Encoder)

(Philsys Registration Team Step 2 Registration)

- Bachelor's Degree relevant to the job;
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training
- 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.

SCREENER

(Philsys Registration Team Step 2 Registration)

- Bachelor's Degree relevant to the job;
- Preferably with 1 year of relevant experience;
- Preferably with 4 hours of relevant training





- 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.

DUTIES AND RESPONSIBILITIES

REGISTRATION CENTER SUPERVISOR

(PhilSys Registration Team Step 3 ePhilID Delivery)

- Attends the prescribed training set for the PhilSys Field Personnel;
- Assists the PSA Field Office in the conduct of training for ePhilID Personnel;
- Prepares forms for ePhilID mode 2 issuances;
- Coordinates with the barangays with respect to the delivery/distribution of the printed ePhilIDs;
- Complies with directives of the Provincial Focal Person and submits required administrative and monitoring reports on ePhilID issuance of the printed ePhilID;
- Supervises the performance of the ePhilID Personnel and oversees their daily operations;
- Acts as an ePhilID personnel in the event that the ePhilID Personnel is unavailable; and
- Performs other tasks that may be assigned by the Chief Statistical Specialist and/or Provincial Focal Person.

EPHILID PERSONNEL

(PhilSys Registration Team Step 3 ePhilID Delivery)

- Attends the prescribed training set for the PhilSys Field Personnel;
- Prints the generated PDF copies of ePhilID;
- Validates the readability and consistency of stored information in the QR code with those on the ePhilID using PhilSys Check;
- Delivers the printed ePhilIDs and return-to-sender PhilID Cards to the registered persons/authorized representatives;
- Submits daily accomplishment reports to the ePhilID Supervisor;
- Performs other tasks that the PhilSys Focal Person and/or ePhilID Supervisor may be assigned.





REGISTRATION KIT OPERATOR (Data Encoder)
(Philsys Registration Team Step 2 Registration)

- Serves as Data Capture Operator for registration centers;
- Provides exceptional customer service to all applicants;
- Captures Demographics and Biometrics data of applicants;
- Provides Daily Report of the number of captured applicants to the Supervisor;
- Keeps and manages assigned registration kits;
- Performs basic troubleshooting and reports technical issues to Supervisor
- Maintains the defined operating standards as mandated by the PSA and ensures compliance with approved processes; and
- Perform other tasks that may be assigned by the Supervisor.

SCREENER

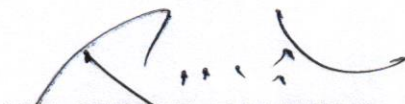
(Philsys Registration Team Step 2 Registration)

- Attends to the maintenance and sanitation of the Registration Center;
- Performs sanitation of the registration equipment used in capturing the biometrics of the applicants before and after the registration of each applicant;
- Serves as a reliever in the absence of the Data Encoder and Screener, and
- Performs other tasks that may be assigned by the Registration Team Supervisor

Additional instructions for strict compliance:

1. All applicants are required to **SUBMIT** their application and requirements thru this link <https://tinyurl.com/PHILSYSB3>
2. Application not stating the 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 **22 May 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

