



Reference No: 24RO0722-08-355

CALL FOR APPLICANTS FOR SHIFT SUPERVISOR WITH A SALARY OF P551.00/DAY FOR THE 2024 CENSUS OF POPULATION- COMMUNITY-BASED MONITORING SYSTEM UNDER CONTRACT OF SERVICE AT PSA-REGIONAL STATISTICAL SERVICES OFFICE 7- CEBU PROVINCIAL STATISTICAL OFFICE (PSA-RSSO 07-CEBU PSO). THE SHIFT SUPERVISORS WILL BE ASSIGNED WITHIN CEBU CITY.

The PSA upholds and recognizes the value of diversity, equity, and inclusivity in its recruitment, selection, and promotion process and hereby adheres to the equal employment opportunity principle. There shall be no discrimination in the selection of employees on account of age, sex (sexual orientation or gender identity), civil status, disability, religion, ethnicity, or political affiliation.

Posting/Filing Period : **13-22 August 2024**

Deadline of Submission : **22 August 2024, 5:00 PM**

Where to File Applications : **Physical/Courier submission:**

ONLINE: <https://forms.gle/dd6e8MDXPZn6hf976>

Applicants are required to submit the following:

1. Application letter addressed to:
MELCHOR B. BAUTISTA
Chief Statistical Specialist
Philippine Statistics Authority-Cebu
2. Fully accomplished Personal Data Sheet (PDS) with recent ID;
3. Signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
4. Photocopy of **PROOF OF ELIGIBILITY** (CSC, RA 1080, PRC, PD 907, etc) if applicable;
5. Photocopy of Transcript of Record/ Diploma/ Certification if Highest Grade completed for 2nd Year College or Senior Highschool;
6. Photocopy of Certificate/s of Training; and
7. Certificate of Experience relevant to the position.

QUALIFICATIONS :

- *Must be a computer literate*
- *At least a 2nd-year college completer;*
- *Preferably with experience in 2024 POPCEN-CBMS Data Collection and Geotagging;*
- *Physical fit to work; for female, if pregnant, must submit waiver;*
- *With good moral character;*



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•Email: cebu@psa.gov.ph



SHIFT SUPERVISOR:

1. Attentively participate in the Data Processing Provincial Level Training;
2. Supervise the map and data processing activities and assist map and data processors in resolving issues and problems encountered during the data processing phase;
3. Manage workload assignments;
4. Assist in the performance of completeness, consistency, and validation checks on pre-processed and processed files through generation and evaluation of list of inconsistencies and tabulations;
5. Help in the actual processing of data and map files to hasten the data processing operations;
6. Monitor performance of data processors;
7. Control all documents pertaining to data processing;
8. Update the concerned supervisors on the status of data processing from time to time and raise issues encountered, if there are any; and
9. Perform other functions as assigned by the immediate supervisors.

NO. OF PERSONNEL NEEDED: 11

Approved:


MELCHOR B. BAUTISTA
Chief Statistical Specialist

