



Reference No: 24R00722-08-324

CALL FOR APPLICANTS FOR ADMINISTRATIVE AIDE III POSITION UNDER CONTRACT OF SERVICE AT PSA-REGIONAL STATISTICAL SERVICES OFFICE 7- CEBU PROVINCIAL STATISTICAL OFFICE (PSA-RSSO 07-CEBU PSO).

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 : **14-29 August 2024**
Deadline of Submission : **29 August 2024, 5:00 PM**
Where to File Applications : **Physical/Courier submission:**

MELCHOR B. BAUSTISTA
Chief Statistical Specialist
PSA-RSSO 07- Cebu PSO
2nd Floor Martina Sugbo Center
P. Burgos St San Roque, Cebu City 6000
Telephone nos. (032) 255-6187, (032) 412-1337

Email submission:
cebu@psa.gov.ph

Applicants are required to submit the following:

1. **APPLICATION LETTER** stating the **specific position title** with **salary grade** (SG) level and specific **place of assignment** as posted. The application letter must be addressed to:

ARIEL E. FLORENDO
Regional Director
Philippine Statistics Authority-RSSO7
Gaisano Capital South Bldg., Colon St. Cebu City

1. Duly 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**) wet signed, and duly subscribed and sworn to before an authorized administering officer not later than the posting/filing period (refer to Guide on filling out the Personal Data Sheet or CSC MC No. 16, s.2017);





2. Signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
3. Photocopy of **PROOF OF ELIGIBILITY** (CSC, RA 1080, PRC, PD 907, etc) if applicable;
4. Photocopy of **TRANSCRIPT OF RECORDS**;
5. Photocopy of **CERTIFICATE/S OF TRAINING** relevant to the position applied for; and
6. **CERTIFIED TRUE COPY** of completely signed **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last rating period (for applicants with work experience).

Additional instructions for strict compliance:

1. 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 cebu@psa.gov.ph
2. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. No presentation of any of these documents will automatically disqualify the applicant.
3. Application stating NO salary grade and specific place of assignment as posted will automatically be rejected.
4. Application and documents submitted after the deadline **29 August 2024** will not be considered.
5. Application with incomplete required document/s including the required information or data therein will not be accepted.
6. Selected applicants for the position are to the signed **SWORN DECLARATION/IDENTIFICATION OF RELATIVES**.

Approved:


ARIEL E. FLORENDO
Regional Director

