



Reference No: 24RSSO-NEGOR08-001

CALL FOR APPLICANTS FOR VACANT POSITIONS FOR THE CENSUS OF POPULATION AND COMMUNITY-BASED MONITORING SYSTEM (POPCEN-CBMS) UNDER CONTRACT OF SERVICE AT PSA NEGROS ORIENTAL PROVINCIAL STATISTICAL OFFICE.

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 : **07 August 2024 – 17 August 2024**
Filing Period : **07 August 2024 – 17 August 2024** (except Saturdays, Sundays and Holidays)
Deadline of Submission : **5:00 PM, 17 August 2024**

Application Letter should be addressed to :

ARIEL T. FORTUITO
Chief Statistical Specialist
PSA - Negros Oriental Provincial Statistical Office
2/F Purple Building, Jose Romero Road
Bagacay, Dumaguete City
Negros Oriental

For Inquiries : Telephone nos. (035) 422-4372

Applicants are required to **SUBMIT** the following:

1. Signed **Application Letter** stating the specific position title with specific place of assignment as posted.

Reminder: (Don't forget to sign on the application letter)

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;

Reminder: (Don't forget to sign on the space intended for Signature at the bottom part of each page of the PDS.)

- Signed **Work Experience Sheet (WES)** (CSC Form No. 2012-as attachment to PDS)

Reminder: (Don't forget to sign the WES)

- Photocopy of **Authenticated Eligibility** (CSC, RA 1080 PD 907, etc.);
- Photocopy of **Transcript of Record**;
- Photocopy of **Certificate/s of Training**; and
- Signed **Individual Performance Commitment Review (IPCR)** or its equivalent for the last rating period

All applicants will undergo a written and hands-on examination. Applicants who have passed the examinations will be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality. **Once accepted**, the following shall be required before assumption to duty.

Requirements	Copy
Police Clearance and/or National Bureau of Investigation (NBI) Clearance, preferably issued within the past six months prior to hiring	1 photocopy
Picture (1 ½" x 1 ½") for ID card	1 copy
Tax Identification Number (TIN)	1 photocopy
Oath of Data Privacy	1 copy
Insurance Certificate (or similar proof)	1 photocopy
Medical Certificate (x-ray result and/ or Certification of Fit to Work issued by a government hospital) including Psychological Results	1 photocopy
BIR Certificate of Registration (Form 1901 with Official Receipt)	1 copy
Payroll/Savings Account (LBP), if applicable	1 photocopy

Additional instructions for strict compliance:

- Applicants are required to **submit** the application to:

For walk-in applicants, please submit your application to the office
(Kindly refer to the address below):

ARIEL T. FORTUITO
Chief Statistical Specialist
PSA - Negros Oriental Provincial Statistical Office
2/F Purple Building, Jose Romero Road
Bagacay, Dumaguete City
Negros Oriental

For online applications, please email at negrosoriental@psa.gov.ph

- 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 negrosoriental@psa.gov.ph;

3. 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;
4. Applicants must present the original copy of the documents / attachments to the Secretariat before the interview, as necessary. In case the interview is online or via video conference platform and it is difficult for the candidate to appear before the Secretariat, the presentation of original documents for verification of authenticities is subject to instruction of the Secretariat appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification;
5. Application and documents submitted after the deadline, **17 August 2024 at 5:00 PM**, will not be considered;
6. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.

Approved by:



ARIEL T. FORTUITO
Chief Statistical Specialist