



Reference No. 24RSSO07-221

## **Call for Applicants for Contract of Service Workers (COSWs) Positions for PSA Regional Statistical Services Office VII – Statistical Operations & Coordination Division (SOCD)**

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: **20-30 September 2024**  
Deadline of Submission: **30 September 2024, 5:00 PM**  
Where to File Applications : **Physical/Courier submission:**

**ARIEL E. FLORENDO**  
Regional Director  
Philippine Statistics Authority-RSSO7  
Gaisano Capital South Bldg., Colon St. Cebu City  
Telephone nos. (032) 412-6794

**Email submission:**

[psa07.applications@gmail.com](mailto:psa07.applications@gmail.com)

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

2. 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);

3. Signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
4. Photocopy of **PROOF OF ELIGIBILITY** (CSC, CESB, RA 1080, PRC, PD 907, etc);
5. Photocopy of **TRANSCRIPT OF RECORDS**;
6. Photocopy of **CETIFICATE/S OF TRAINING** relevant to the position applied for; and
7. Copy of 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 [psa07.applications@gmail.com](mailto:psa07.applications@gmail.com)
2. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. None presentation of any of these documents will automatically disqualify the applicant.
3. Application stating NO specific place of assignment as posted will automatically be rejected.
4. Application and documents submitted after the deadline **30 September 2024** will not be considered.
5. Application with incomplete required document/s including the required information or data therein will not be accepted.
6. Grounds for exclusion in the recruitment process include the following:
  - a. Any inaccurate information in the PDS that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and response to question number 34 as compliance with the rule against nepotism;
  - b. Absence of other substantial entries in the PDS such as signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with the said CSC MCs; and



- c. Incomplete attachments and/or incomplete information or signature within a particular attachment.

Approved:

  
**ARIEL E. FLORENDO**  
Regional Director

