



Reference No. 24RSSO07-1012

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 : **22 November to 01 December 2024**
Deadline of Submission : **01 December 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

Email submission:
psa07.applications@gmail.com

For inquiries : Telephone nos. (032) 412-6794

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
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 **01 December 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.
7. Be informed that selected applicants for position are submit the accomplished certification under Oath Against Nepotism (Attachment I).

Approved:


ARIEL E. FLORENDO
Regional Director



PHILIPPINE STATISTICS AUTHORITY

List of Vacant Positions for Philippine Statistics Authority-Regional Statistical Services Office -7 (PSA-RSSO7)

(Under Contract of Services)

Date of posting: 22 November 2024 to 01 December 2024

Position Title	SG	Monthly Salary	No. of Vacancies	Place of Assignment	Qualification Standards				
					Education	Experience	Training	Eligibility	Remarks
STATISTICAL ANALYST (Tourism Account)									
1. Assists in the implementation of the work program for the compilation of tourism satellite accounts;									
2. Undertake research, data gathering and data validation activities;									
3. Assists in the preparation of periodic reports on the accomplishments and ongoing activities of the project;									
4. Prepare presentation materials and preceedings for workshops, training activities consultation meetings seminars and other related activities of the project;									
5. Assists in the preparation of discussion materials and highlights/minutes of the Technical Working Group (TWG) meeting in coordination with the other project staff;									
6. Attend to the administrative matters related to the project in coordination with the Project Administrative and Finance Committee;									
7. Coordination with other agencies; and									
8. Performs other tasks that may be assigned by supervisor/s.									
	11	Php1,472.73/ DAY	1	RSSO 07- SOCD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, Development Communication, or other related courses	None Required	None Required	Preferably with at least CS Professional / Second Level Eligibility or its equivalent	

	Position Title	SG	Monthly Salary	No. of Vacancies	Place of Assignment	Qualification Standards				
						Education	Experience	Training	Eligibility	Remarks
2	STATISTICAL ANALYST (Provincial Product Account)	11	Php1,472.73/ DAY	1	RSSO 07-SOCD	Bachelor's Degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, Development Communication, or other related courses	None Required	None Required	Preferably with at least CS Professional / Second Level Eligibility or its equivalent	
	1. Assists in the technical staff during the conduct of the Regional Press conference on inflation;									
	2. Assists the regional focal person in ensuring the smooth conduct of the training or briefing for the concerned provincial focal persons (PFPs) on the assigned surveys;									
	3. Attend training related to the assigned survey/s, when needed;									
	4. Assists in consolidation or reports for the assigned survey/s submitted by the Provincial Statistical Offices (PSOs);									
	5. Assists in the preparation of regional reports for the assigned survey/s and submission to the Central Office; and									
8. Performs other tasks that may be assigned by supervisor/s.										

REPUBLIC OF THE PHILIPPINES)
_____) S.S

CERTIFICATION UNDER OATH AGAINST NEPOTISM

I, _____, of legal age, Filipino, single/married, and a resident of _____, after having been duly sworn to an oath in accordance with law, hereby depose and state the following:

1. That I am applying for the _____ position at the Philippine Statistics Authority (PSA);
2. That I am not a relative within the 3rd degree of consanguinity or affinity of the appointing authority or recommending authority of the PSA;
3. That I am not a relative within the 3rd degree of consanguinity or affinity of the head of Office or Service where the position I am applying for exists;
4. That I am not a relative within the 3rd degree of consanguinity or affinity of the person exercising immediate supervision over the position I am applying for;
5. I am executing this certification to attest to the truth of the foregoing and to support my application with the PSA.

IN WITNESS WHEREOF, I am affixing my signature this _____ day of _____ 20 _____ in _____; Philippines.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____ 20 _____ in _____, Philippines.
Affiant exhibited to me his/her valid government issued Identification with number _____ and issued on _____ in _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.