



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

NATIONAL CAPITAL REGION

Reference No. 22NCR13-726

**CALL FOR APPLICANTS FOR CONTRACT OF SERVICE WORKERS
AT RSSO NCR FIELD OFFICE**

Posting Period : ~~III 22 2022~~ to JUL 28 2022
Filling Period : JUL 22 2022 to JUL 28 2022
Where to File Applications : Civil Registration and Administrative Support Division
Philippine Statistics Authority – National Capital Region
9th Floor EDSA Grand Residences, #. 75 Corregidor St.
Corner EDSA, Bgy. Ramon Magsaysay, Quezon City
For Inquiries : You may call at Telephone No. (02) 89377738

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:

PACIANO B. DIZON
Regional Director
PSA RSSO NCR

2. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized ID picture taken within three (3) months prior to submission of application (**Civil Service Form No. 212, Revised 2017**) duly subscribed and sworn to by an authorized administering officer;
3. **Work Experience Sheet** (Attachment to CS Form No. 212 – as Attachment to PDS) ;
4. Photocopy of **Authenticated Eligibility** (CSC, RA 1080, PD 907, etc.) (if applicable)
5. Photocopy of **Transcript of Records**;
6. Photocopy of **Certificate/s of Training relevant to the position applied and participated within the last five (5) years**; (if any) and
7. Photocopy of **Certificate/s of Work Experience** relevant to the position.



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9/F EDSA Grand Residences, 75 Corregidor St. Cor EDSA, Quezon City 1105
Telephone Nos. (632) 8397 7738; (632) 8936 7292; (632)8362-6047
URL: <http://rssoncr.psa.gov.ph> email: psa.ncr.rso@gmail.com



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Subject: *Call for Applicants for Contract of Service Workers at RSSO NCR-Field Office*

Posting Period: _____

Additional instructions for strict compliance:

1. Applicants may submit personally or through courier.
2. Applicants may also submit their application and other requirements in PDF file through online at psa.ncr.crasd.staff@gmail.com.
3. The PSA NCR reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and/or all of the applicants for failure to comply any of the forgoing requirements and instructions without incurring liabilities against any of the applicant/s.
4. 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.
5. Application and documents submitted after the deadline on JUL 28 2022 will not be accepted.
6. Application with incomplete required document/s including the required information or data therein will not be accepted.
7. Interview of pre-qualified applicants will be conducted on such schedule as agreed upon by the members of ROHRMPSB.

Approved by:

PACIANO B. DIZON
Regional Director
PSA RSSO NCR

M. B. Dizon
BAV/CHQ



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PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions - CONTRACT OF SERVICE WORKER (COSW)

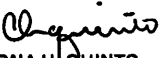
Field Office

Posting period III 22 2022 to JUL 28 2022

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	QUALIFICATIONS			OTHERS	
				EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
FIELD OFFICE - NCR								
PHILSYS FOCAL PERSON - Oversees and manages the operations of registration centers within the province and provides recommendations to continuously improve the efficiency of operations; - Leads and oversees the overall management of feedback and grievances in the province and the establishment of the Provincial Grievance Committee in coordination with the Feedback and Grievance Division (FGD); - Ensures that all information materials and packages distributed by the Field Office to the public and local project partners are aligned with the program's key messages and has been cleared by the FGD, if necessary.	16	1 1 1 1 1	RSSO NCR - NCR I RSSO NCR - NCR II RSSO NCR - NCR III RSSO NCR - NCR IV RSSO NCR - NCR V	Bachelor's degree relevant to the position	With at least one (1) year relevant work experience and has working knowledge in Office Software (e.g. Spreadsheet, word processing and presentation)	With at least 4 hours relevant training	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	- With good written and oral Communication skills; - Physically fit to do field work; - With good moral character; - Willing to work on weekends, holidays, and beyond 5:00 pm if necessary; - Does not have any existing work contract with other office/agency - Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.
INFORMATION SYSTEMS ANALYST I - Provides technical support to PhilSys Operations at the field; - Provides Data Collectors with user account and login credentials to the Step 1 Registration system; - Provides Registration Kit Operators and Registration Center Supervisors with user account and login credentials to the Registrations Client System; - Ensures all incoming technical issues/concerns are addressed or escalated, when needed; - Monitors and operates the PhilSys System.	12	1 3 5 4 2 4	RSSO NCR RSSO NCR - NCR I RSSO NCR - NCR II RSSO NCR - NCR III RSSO NCR - NCR IV RSSO NCR - NCR V	Bachelor's degree in Computer Science, Information Technology or IT-related courses	None required	None required	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	- With good written and oral Communication skills; - Physically fit to do field work; - With good moral character; - Willing to work on weekends, holidays, and beyond 5:00 pm if necessary; - Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.
ADMINISTRATIVE CLERK - Updates various monitoring sheets on weekly basis; - Assists in the establishment of Registration Centers; - Assists in the preparation of payroll, reimbursement, administrative reports and communications.	3	3 6 4 2 4	RSSO NCR - NCR I RSSO NCR - NCR II RSSO NCR - NCR III RSSO NCR - NCR IV RSSO NCR - NCR V	At least second year college or Senior High School graduate	None required	None required	Preferably with at least CS Professional/ Second Level Eligibility or its equivalent	- With good written and oral Communication skills; - With good moral character; - Willing to work on weekends, holidays, and beyond 5:00 pm if necessary; - Not related up to the third degree of consanguinity or affi-

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
								nity of the appointing/recommending officers and direct/Immediate supervisors.
DRIVER - Sees to it that the vehicles assigned is in top condition; - Drives office vehicle whenever requested by officials and employees of the Office when attending meeting/s and official business/ess; - Transport the registration kits, equipment, supplies, and materials to the registration centers.	4	1 1 1 1 1	RSSO NCR - NCR I RSSO NCR - NCR II RSSO NCR - NCR III RSSO NCR - NCR IV RSSO NCR - NCR V	At least High School Graduate or Completion of relevant vocational trade course	At least 1 yr demonstrated ability in driving and maintenance of motor vehicle	None required	Professional Driver's License	Physically fit and able; with good moral character; familiar in NCR areas; willing to render overtime services if necessary. - Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/Immediate supervisors.


Prepared by:


 CHONA H. QUINTO
 Administrative Officer IV
 RSSO NCR-CRASD

Reviewed by:


 BAMBIE A. VILLARUEL
 Chief Administrative Officer
 RSSO NCR-CRASD

Approved by:


 PACIANO B. DIZON
 Regional Director
 PSA RSSO-NCR