



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

NATIONAL CAPITAL REGION

CALL FOR APPLICANTS FOR CONTRACT OF SERVICE WORKERS (COSWs) AT RSSO NCR FIELD OFFICE

Posting/Filing Period : **APR 27 2023** , to **MAY 07 2023**

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, Bago-Bantay
Quezon City

For Inquiries : You may call at Telephone No. (02) 89377738
Email the Secretariat at
psa.ncr.crasd.staff@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. An applicant may apply for a maximum of two (2) positions in the same posting period. 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 (**CSC Form No. 212, Revised 2017**), wet signed, and duly subscribed and sworn to before an authorized administering officer within the posting/filing period (refer to Guide to 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 **Authenticated Eligibility** (CSC, RA 1080, PD 907, etc.) (if any);
5. Photocopy of **Transcript of Records and Diploma**;
6. Photocopy of **Certificate/s of Training relevant to the position applied for** (if applicable); and
7. Photocopy of **Certificate/s of Work Experience** relevant to the position (for applicants with work experience).



Management
System
ISO 9001:2015
www.tuv.com
ID: 9108640991



9/F EDSA Grand Residences, 75 Corregidor St. Cor EDSA, Quezon City 1105
Telephone Nos. (632) 8937 7738; (632) 8936 7292; (632) 8362-6047
URL: <http://rssoncr.psa.gov.ph> email: psa.ncr.rso@gmail.com



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

NATIONAL CAPITAL REGION

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 qualified reasons 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 whose application was submitted online must present the original copy of the documents/attachments to the Secretariat before the interview. 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 are 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 on MAY 07 2023 will not be considered.
6. Any inaccurate information 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), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and absence of other substantial entries 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 shall be ground for exclusion from the recruitment process. Incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered; and
7. Interview of pre-qualified applicants will be conducted on such schedule as agreed upon by the members of the Regional Office Human Resource Merit Promotion and Selection Board (ROHRMPSB) and will be held at PSA RSSO NCR Regional Office located at 9th Floor EDSA Grand Residences, No. 75 Corregidor St., corner EDSA, Bgy. Ramon Magsaysay, Bago-bantay, Quezon City.



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

NATIONAL CAPITAL REGION

The ROHRMPSB may conduct online interview or may change the venue of the interview subject to one (1) day prior notice to the concerned applicants via email or through a phone call.

Approved:

PACIANO B. DIZON
Regional Director
RSA RSSO NCR

BAV/CHQ

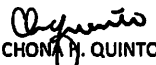
PHILIPPINE STATISTICS AUTHORITY
List of Vacant Positions - CONTRACT OF SERVICE WORKER (CSW)

Field Office

Posting period APR 27 2023 to MAY 07 2023

				QUALIFICATIONS				
POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	OTHERS
FIELD OFFICE - NCR								
ASSISTANT STATISTICIAN - Attend the CES first and second level training; - Assist the CES Regional/Provincial Focal Person (R/PFP) during the conduct of regional/provincial training; - Assist the CES R/PFP in the preparation of field work and financial plan and strategies of the region/province - Assist the CES R/PFP in the processing of uploaded datafiles; - Perform administrative support activities such as procurement and distribution of supplies and materials; receipt and control; and preparations of status, narrative and financial reports for approval and review of R/PFP.	9	1	RSSO NCR -SOCD	At least second year college with at least 72 units of which 3 units is in Statistics/Mathematics/Economics	With at least 1 year relevant work experience in survey operations	With at least 4 hours of relevant trainings	Preferably with CS Subprofessional/ First Level eligibility	With excellent verbal and communication skills
Birth Registration Agent (Admin. Assistant II) - Act as Focal Person of PhilID Registration Assistance Project in the region/province; - Coordinate the conduct of mobile registration and other civil registration activities with its assigned Local Civil Registry Offices (LCRs) upon the direction of his/her immediate supervisor; - Report to the assigned LCRs through the city/municipal registrars as the designated Birth Registration Agent; - Facilitate the out-of-town processing of birth certificates; - Prepare and submit narrative report on the status of the project; - Conduct regular Information, Education and Communication (IEC) activities concerning civil registration	8	1	RSSO NCR-NCR I	At least second year college/ Senior High School graduate	With at least 1 year relevant work experience	With at least 4 hours relevant training	Preferably with CS Subprofessional/ First level eligibility	
Administrative Aide IV - Assist in administrative work such as typing and checking of supporting documents for administrative reports, disbursement vouchers, and payrolls; - Assist in the filing of office communication, office memoranda, memo circulars and other documents; - Maintain records, reports and other pertinent documents and take charge of the reproduction needs for materials/documents in the office; - Perform other tasks that may be assigned by the supervisor/s.	4	1	RSSO NCR-CRASD	At least 2 years studies in college	None required	None required	Preferably with first level CS eligibility	Must have knowledge in using Office software (e.g. spreadsheet, and word processing); and can work under minimum supervision

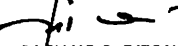
Prepared by:


CHONA M. 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