



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGION X – NORTHERN MINDANAO



Call for Applicants for  
**ADMINISTRATIVE AIDE II (PROCUREMENT CLERK)**  
at Philippine Statistics Authority – RSSO 10

**09 July 2024 to 14 July 2024**

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.

The Philippine Statistics Authority-Regional Statistical Services Office 10 is in need of **one (1) Administrative Aide II (Procurement Clerk)**.

Place of Assignment	Civil Registration and Administrative Support Division Philippine Statistics Authority - RSSO 10 Limketkai, Cagayan de Oro City
Employment Status:	Contract of Service Worker (COSW)
Contract Duration:	22 July 2024 to 31 December 2024
Vacancy:	1
Salary Grade:	2 (PhP 628.14/daily)

**QUALIFICATION STANDARDS**

Eligibility:	Preferably CS Professional/Second Level Eligibility
Education:	Bachelor's degree preferably in Public Administration; Management; Economics; Business Administration; Any course in the field of Statistics, Mathematics, Economics, Education, Engineering, or other related courses
Training:	None Required; (Preferably training on RA 9184)
Experience:	Experience on Procurement and/or BAC Secretariat.

**Duties and Responsibilities:**

1. Provide administrative support to the BAC.
2. Organize and make all necessary arrangements for BAC meetings and conferences.
3. Prepare minutes of meetings and resolutions of the BAC.
4. Take custody of procurement documents and other records.
5. Manage the distribution of Bidding Documents to interested bidders.
6. Advertise and/or post bidding opportunities, including Bidding Documents, and Notices of Awards.
7. Assist in managing the procurement processes.
8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required Consolidate PPMPs from various units of the procuring entity to make them available for review.
9. Be the central channel of communications for the BAC with end-users, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects and consulting services, observers, and the general public.
10. Assign utmost priority (JURY DUTY) to these assignments until procurement is completed;



All interested applicants must submit the following documents in one (1) PDF file:

1. Scanned copy of signed **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:

**JANITH C. AVES, CE, DM**

Officer-in-Charge

Philippine Statistics Authority

Regional Statistical Services Office 10

3<sup>rd</sup> Floor, Limketkai Module 2 BPO Cyber Park Building

Limketkai, Cagayan de Oro City

2. Scanned copy of duly accomplished **PERSONAL DATA SHEET (PDS)** with recent 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 **not later than the posting/filing period** (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);
3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS) (if applicable)

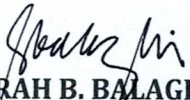
***Additional instructions for strict compliance:***

1. The PSA reserves the right to suspend or terminate hiring process for qualified reasons or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s;
2. Applicants 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;
3. Applications and documents submitted after the deadline, **14 July 2024**, will not be considered.
4. 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 who administered 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.
5. Interviews of pre-qualified applicants will be conducted on such schedule as agreed upon by the corresponding Human Resource Merit Selection Board or the concerned hiring operating unit.  
Online interview may be conducted. Change of date or venue of the interview is subject to one (1) day prior notice to the concerned applicants via email or through a phone call.
6. Be informed that selected applicants for contract signing are to submit the attached Certification under Oath Against Nepotism (Attachment 1).

Deadline of submission of application is on **14 July 2024**.  
The application is now online at: <https://hris.psainnovations.online>



**For the Regional Director**

  
**SARAH B. BALAGBIS**  
(Chief Statistical Specialist)  
Officer-in-Charge, PSA RSSO 10

  
JBT/NAG