



Call for Applicants for
STATISTICAL ANALYST (CONTRACT OF SERVICE WORKER)
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) Statistical Analyst** for the **PSA – LGU Data Sharing Project for Business Registers**.

Place of Assignment	Statistical Operations and Coordination Division (SOCD) 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
Salary Grade:	11

QUALIFICATION STANDARDS

Eligibility:	Preferably CS Professional/Second Level Eligibility
Education:	Bachelor's degree preferably a graduate of Statistics, Mathematics, Economics, Data Science, or Engineering, or other related courses
Experience:	Experience on research, data management and analysis, and data visualization is an advantage.
Other requirements:	Physically fit and able; With good moral character; Willing to render overtime services, if necessary; and Preferably CS Eligible.

Duties and Responsibilities:

1. Collect, process, verify, and consolidate data and other indicators, including relevant news clippings, for the PPA compilation and PLDS Project;
2. For the PLDS Project, monitor and provide feedback on the progress of collection and matching of city/municipal LGU business registers in the provinces within the region;
3. Assist in monitoring and collection of the Nationwide Assessment of LGU on the Adoption of the 2019 Updates to the 2009 PSIC;
4. Analyze data and preparation of write-ups for statistical reports, press releases, statistical tables based on business registers, and advocacy materials;
5. Manage and update provincial databases for PPA compilation and PLDS Project;
6. Prepare provincial reports on the status of activities and deliverables for PPA compilation and PLDS Project;
7. Coordinate with PSA Regional Office, Local Government Units, and data source agencies in the collection of data and indicators as inputs for the PPA estimation and PLDS Project for Business Registers;
8. Provide technical and administrative support in the conduct of meetings, training-



- workshops, briefings, and forums related to PPA and PLDS Project- related activities in province;
9. Participate in meetings, trainings, and other activities related to the PPA compilation and PLDS Project; and
 10. Perform other related tasks that may be assigned by the Chief Statistical Specialist/Officer-in-Charge.

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

3rd 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

A handwritten signature in blue ink, appearing to read 'Sarah B. Balagbis', positioned above the printed name.

SARAH B. BALAGBIS

(Chief Statistical Specialist)

Officer-in-Charge, PSA RSSO 10

Handwritten initials 'JBT/NAG' in blue ink, located below the printed name and title.
JBT/NAG