



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



Call for Applicants for
RSSO CLERK (PACD OFFICER)
 at Philippine Statistics Authority – RSSO 10

02 August 2024 to 07 August 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) RSSO Clerk (PACD Officer)**.

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:	12 August 2024 to 31 December 2024
Vacancy:	1
Salary Grade:	1 (PhP 591.00/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 Public Relations)
Experience:	Preferably with Civil Registration and/or Officer-of the Day experience.

Duties and Responsibilities:

1. Act as the Public Assistance/Complaint Desk Officer as well as the Officer of the Day;
2. Assist client's queries, specifically with their online appointments and verification of the petition documents. Additionally, assess the First Time Job Seeker and Certificate of Appearance.
3. Encoded newly received documents to DECAP Monitoring.
4. Stamp set of documents for Approval.
5. Screen the documents submitted by the City/Municipal Civil Registrar (C/MCR) or to acceptance. For RA 10172, RA 9048, Supplemental Reports (Correction of up to 2 entries).
6. Create transactions using CRS-CICA-TCTS as "Probono" requests;
7. Prepares transmittal indicating the Transaction number, Details of the owner of the Document/Groom/Deceased, place of registration, type of document for annotation, and remarks to indicate other important details for example "Combo Transactions";
8. Screens/evaluates the documents for annotation;
9. Annotate and submit the annotated images for review/approval by Reviewers/Approvers;
10. Prepare the Top Sheet of the processed annotated documents;
11. Assist the Human Resource Management Officer in the discharge of his Learning and Development Functions in the office;



12. For Annotation requests involving RA 9048, RA 10172, OCR number is required in EAS to retrieve the Annotation text from the Legal Base
13. Perform other tasks related to the assigned survey/s as required by the immediate supervisor.

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 Filing 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)
4. Scanned copy of Transcript of Records and Diploma.


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, **07 August 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 **07 AUGUST 2024**.
The application is now online at: <https://hris.psainnovations.online>




JANITH C. AVES, CE, DM
(Chief Statistical Specialist)
Officer-in-Charge, PSA RSSO 10


XBT/MS