



Call for Applicants for
STATISTICIAN AIDE IV (ASTIG Tech Clerk)
 at Philippine Statistics Authority – RSSO 10

02 September 2024 to 13 September 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) Statistician Aide IV (ASTIG Tech Clerk)**.

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:	01 October 2024 to 30 November 2024
Vacancy:	1
Salary Grade:	1 (PhP 850.15/daily)

QUALIFICATION STANDARDS

Eligibility:	Preferably CS Sub Professional/First Level Eligibility
Education:	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Training:	None Required (Preferably with 4 hours relevant training)
Experience:	Preferably with experience in data processing, GIS-based mapping activities and in using GIS software

Duties and Responsibilities:

1. Run the processing system using the submitted files from the PSO;
2. Report errors generated by the processing system to the RFP for appropriate action of the PFP;
3. Assist the RFP in preparing the consolidated monitoring report; and
4. 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 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)
4. Scanned copy of Transcript of Records and Diploma.

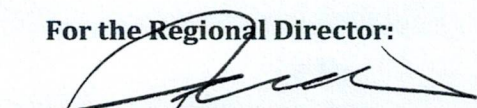
Additional instructions for strict compliance:

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, **13 September 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 **13 SEPTEMBER 2024.**

The application is now online at: <https://hris.psainnovations.online>

For the Regional Director:


JOSE B. TUASON JR., CPA
Officer-in-Charge, PSA RSSO 10




SBB/NAG