



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



Call for Applicants for
RSSO Clerk (Cashier Assistant)
at Philippine Statistics Authority – RSSO 10

25 JULY 2025 to 29 JULY 2025

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 (Administrative 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)
Vacancy:	1
Salary/Job/Pay Grade:	1 (PhP 615/daily)

QUALIFICATION STANDARDS

Eligibility:	Preferably CS Professional/Second Level Eligibility
Education:	Bachelor's degree preferably in Financial Management, Management Accounting, Accountancy, or any related degree
Training:	None Required (Preferably with relevant training in finance)
Experience:	None Required (Preferably with work experience as Cashier/Disbursing Officer/Petty Cash Custodian)

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
Regional Director
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)



3rd Floor, Limketkai Module 2 BPO & Cyberpark Bldg., Rosario Crescent
Limketkai Center, Brgy. 31, Cagayan de Oro City
Telephone: (088)291-1672; 09178219152
Email: rsso10@psa.gov.ph Website: <http://rsso10.psa.gov.ph>

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, **29 JULY 2025**, 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 **29 JULY 2025**.




The application is now via Google Form:


JANITH C. AVES, CE, DM
Regional Director



Designation	Initials	Date
OIC CRASD	JBT	25-July-2025
AOIV	NAG	25-July-2025

PHILIPPINE STATISTICS AUTHORITY
LIST OF VACANT POSITIONS - Contract of Service Workers (COSWs for RSSO 10)
POSTING PERIOD: 25 JULY 2025 to 29 JULY 2025

No.	POSITION TITLE (with major tasks/functions)	NO. OF VACANCIES	PLACE OF ASSIGNMENT (Please see attached meaning of acronyms)	QUALIFICATIONS STANDARDS			ELIGIBILITY	COMPENSATION		REMARKS	
				EDUCATION	EXPERIENCE	TRAINING		MONTHLY RATE	(PLUS UP TO 20% PREMIUM)		TOTAL w/ 20% PREMIUM
1	RSSO CLERK (Cashier Assistant) 1. Encoding of ADA for wages and salaries; 2. Assist in the disbursement of salaries and wages; 3. Assist in the release of checks to claimant; 4. Prepares daily and monthly collection to be submitted to the Land Bank; 5. Prepares monthly accomplishment report and request of supplies; 6. Makes entries in cash book from collections and types the remittance advice; 7. Assist the Administrative Officer III (Cashier/Disbursing Officer) in the discharge of duties and responsibilities; 8. Performs other tasks assigned by immediate supervisors.	1	RSSO 10 - CRASD	Bachelor's degree preferably in Financial Management, Management Accounting, Accountancy, or any related degree	None required; Preferably with work experience as Cashier/Disbursing Officer/Petty Cash Custodian.	None Required; Preferably with relevant training in finance	Preferably CS Professional/Second Level Eligibility	PHP 13,530.00	N/A	N/A	With background in microcomputers and operating knowledge of Microsoft Excel/Windows.
TOTAL											
	Prepared By:  NEIL LESTER A. GINEÑO Administrative Officer IV (HR/AD II)		25 JULY 2025 Date	Reviewed By:  JOSE B. TIASON JR., CPA Officer-in-Charge, CRASD	25 JULY 2025 Date		Noted By:  JOVETH C. AVES, CE, DM Regional Director			25 JULY 2025 Date	