



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Personnel Selection Board Advisory No. 1

24 March 2017

TO : All Central Office/Regional Office Personnel Selection Boards (PSBs)
All Applicants to Regular Positions

SUBJECT : Phases of Recruitment and Selection Process

Please be informed on the following Phases of Recruitment and Selection Process for vacant positions posted last 8 December 2016:

First Phase : An initial screening and evaluation of the qualifications of applicants vis-à-vis Qualification Standards (QS) prescribed by the Civil Service Commission (CSC) shall be conducted by the respective PSBs.

Those who passed the First Phase shall proceed to the Second Phase.

Those who did not pass the initial screening and evaluation shall be notified accordingly.

Second Phase : 1. For plantilla items with less than 10 applicants that passed the first phase, the applicants shall proceed to the next phase as specified below:

- SG 14 and above shall proceed to the Third Phase (Trade Test)
- SG 13 and below shall proceed to the Fourth Phase (Interview)

2. For plantilla items with 10 or more applicants that passed the first phase, a Qualifying Examination shall be administered to the applicants. **Only the top 10 applicants per plantilla item in the Qualifying Examination shall proceed to the next phase** as specified below:

- SG 14 and above shall proceed to the Third Phase (Trade Test)
- SG 13 and below shall proceed to the Fourth Phase (Interview)

Third Phase : A trade test shall be administered for qualified applicants to positions with SG 14 and above and shall proceed to the Fourth Phase.

Fourth Phase : Competency Based Interviews shall be conducted for all those who passed the previous phases.

For information and guidance.

Lisa Grace S. Bersales

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Republic of the Philippines
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Personnel Selection Board Advisory No. 2

24 March 2017

TO : All Central Office/Regional Office Personnel Selection Boards (PSBs)
All Applicants to Regular Positions

SUBJECT : Schedule of Qualifying Examinations and Trade Tests

The initial screening and evaluation of the qualifications of applicants vis-à-vis the Qualification Standards (QS) prescribed by the Civil Service Commission (CSC) by the Central Office/Regional Office – Personnel Selection Boards (PSBs) is on going.

Those applicants who meet the QS are required to take the Qualifying Examination and/or Trade Tests on the following dates:

17 April 2017 2:00 – 5:00 p.m.	Qualifying Examination for Second Level Positions (SG-10 and above)
19 April 2017 2:00 – 5:00 p.m.	Qualifying Examination for First Level Positions (SG-9 and below)
24 - 28 April 2017 (any halfday)	Trade Tests, to be administered by CO PSB/ RO PSB
First Week of May 2017	Start of Competency Based Interviews

Respective PSB Secretariat will inform the qualified applicants on the venue and additional instructions.

For information and guidance.

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