Call for Applicants for the operation of Pilot Registration - PhilSys Registry Office (PRO)

Posting Date: 04 February 2020

Filing Period:

For positions to be assigned in NCR:

8:00 AM to 5:00 PM
(except Saturdays, Sundays and Holidays)

Deadline of Submission of Application: 14 February 2020

For positions to be assigned at the RSSO/PSO of Regions III and IV-A:

8:00 AM to 5:00 PM
(except Saturdays, Sundays and Holidays)

Deadline of Submission of Application: 28 February 2020

NOTE: Those who have previously submitted their application need not apply anymore.

C. Where to File Applications and for inquiries:

For NCR applicants:

NCR Regional Office:
9/F EDSA Grand Residences
75 EDSA Cor. Corregidor St. Brgy R. Magsaysay Quezon City
Quezon City, Manila 1105
Telephone: (02) 936-7292, 781-71-96

NCR I- Manila, San Juan, Mandaluyong
2/F GAMA Bldg., J.P. Laurel St. corner Minerva St.
San Miguel, Manila 1016
Telephone: (02) 925-2745
Fax: (02) 562-8654

NCR II- Marikina, Quezon City
8th Flr. EDSA Grand Residences
75 EDSA cor. Corregidor St. Bgy. R. Magsaysay,
Quezon City, Manila 1105
Telephone: (02) 716-0828, 713-4472, 814-3124

NCR III- Makati, Taguig, Pasig, Pateros
5/F Carolina Corporate Center, 1203 Cardona cor J.PRizalStreets
Poblacion, Makati City 1210
Telephone: (02)899-8912, 895-5889
Fax: (02)895-5538

NCR IV- Caloocan, Malabon, Navotas, Valenzuela
NCR IV- Caloocan, Malabon, Navotas, Valenzuela
1798 4/F Grandz Commercial Center Building
Mc Arthur Highway cor. Calle 4, Barangay 81
Caloocan City, Manila 1400
Telephone: (02) 367-3831 / 362-6911 / 362-6912
Fax: (02) 367-3742

NCR V- Pasay, Parañaque, Las Piñas, Muntinlupa
3/F STWLPC Building
336-342 Sen. Gil Puyat Avenue (Buendia) Barangay 49
Pasay City, Manila 1300
Telephone: (02) 833-8284, 834-1601
Fax: (02) 834-0051

For Region III applicants:

Pampanga Regional Office:
PSA Building, Diosdado Macapagal Government Center
Barangay Maimpis, City of San Fernando, Pampanga 2000
Telephone: (045) 455-2552 / 455-2515

Bulacan Provincial Office:
Villa Reina Building, Valenzuela Street
Malolos City, Bulacan 3000
Telephone: (044) 791-1751
Fax: (044) 662-3024

Tarlac Provincial Office:
3rd Floor U.S. Building
McArthur Highway
City of Tarlac, Tarlac 2300
Fax: (045) 982-2936

Nueva Ecija Provincial Office:
3F Harrison Bldg., Brgy. Dicarma, Maharlika hi-way
Cabanatuan City, Nueva Ecija 3100
Telephone: (044)940-9213

Bataan Provincial Office:
Bataan Government Center Ala Uli,
Pilar, Bataan 2100
Telephone: (047) 633-5227
Fax: (047) 240-5237
For Region IV-A applicants:

**Batangas Regional Office:**
Ground Floor Building C, Fiesta World Mall
Marawoy, Lipa City, Batangas, 4217
Telephone: (043) 756-0412 / (043)757-1671
Fax: (043) 757-0812

**Cavite Provincial Office:**
2nd Floor Government Center Building, Provincial Capitol Grounds,
San Agustin Trece Martires City, Cavite 4109
Telephone: (046) 514-0501 / (046)686-5728
Fax: (046) 514-0445 / 419-0146

**Laguna Provincial Office:**
Maharlika Highway, Barangay Bagong Bayan
San Pablo City, Laguna 4000
Telephone: (049) 562-6401 / (049) 503-3472
Fax: (049) 562-9605

**Rizal Provincial Office**
Ground Floor Budgetlane Shopping Center, Circumferential Road
Antipolo City, Rizal 1870
Fax: (02) 696-6366

**D. Applicants are required to submit the following requirements:**

1. Application letter stating the specific position title;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (Civil Service Form 212, Revised 2017) with Work Experience Sheet (refer to Guide on filling out Personal Data Sheet);
3. Photocopy of Transcript of Records and Diploma;
4. Photocopy of Proof of CSC/PRC Eligibility;
5. Photocopy of Certificate of Training;
6. Photocopy of Certificate of Experience relevant to the position

Submit the application letter together with the requirements addressed to:

**Claire Dennis S. Mapa**
Undersecretary
National Statistician and Civil Registrar General

For NCR applicants:

**Attn: Human Resources Division**
9/F EDSA Grand Residences
75 EDSA Cor. Corregidor St. Brgy R. Magsaysay Quezon City
Quezon City, Manila 1105
For Region III applicants:

Attn: Human Resources Division
PSA Building, Diosdado Macapagal Government Center
Barangay Maimpis, City of San Fernando, Pampanga 2000

For Region IV-A applicants:

Attn: Human Resources Division
Ground Floor Building C, Fiesta World Mall
Marawoy, Lipa City, Batangas, 4217