



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No: 19-PRO-RSMS-12-202

FOR : **CLAIRE DENNIS S. MAPA, Ph.D.**  
Undersecretary  
National Statistician and Civil Registrar General

SUBJECT : Request for the Authority to Hire Contract of Service Workers (COSWs) and Posting of the Call for Applicants for PhilSys Pilot Registration

DATE : 17 December 2019

*Approved*  
*CSM*

To ensure the efficient and effective implementation of the provisions of Republic Act No. 11055, the undersigned respectfully requests for the authority to hire and posting of **fifty-six (56)** vacant positions for COSWs who will act as coordination staff to be assigned at field offices in the National Capital Region (NCR), Region III and IV-A.

This number of staff is comprised of personnel who will be responsible for coordination tasks, procurement and administrative support to the mobile registration teams, and Information System Analyst (ISA) who will provide technical support to the teams during the pilot registration.

Position Type	Salary Grade	Position Title	Place of Assignment	No. of Vacancies
Contract of Service	SG 14	Registration Officer II (Operations Coordinator)	RSSO/PSOs NCR	6
Contract of Service	SG 14	Registration Officer II (Operations Coordinator)	RSSO/PSOs III,	5
Contract of Service	SG 14	Registration Officer II (Operations Coordinator)	RSSO/PSOs IV-A,	4
Contract of Service	SG 12	Information Systems Analyst I	RSSO/PSOs NCR	17
Contract of Service	SG 12	Information Systems Analyst I	RSSO/PSOs III	5
Contract of Service	SG 12	Information Systems Analyst I	RSSO/PSOs IV-A	4
Contract of Service	SG 9	Administrative Assistant III	RSSO/PSOs NCR	6
Contract of Service	SG 9	Administrative Assistant III	RSSO/PSOs III	5
Contract of Service	SG 9	Administrative Assistant III	RSSO/PSOs IV-A	4
-Nothing Follows-				



Management System  
ISO 9001:2015  
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ID 9106540991



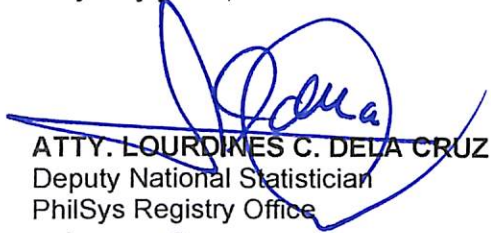
PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
www.psa.gov.ph

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Attached are details and guidelines relative to the filling-up of **56** vacant positions needed for the operations of PhilSys.

Very truly yours,



ATTY. LOURDYNES C. DELA CRUZ  
Deputy National Statistician  
PhilSys Registry Office



EMF/JFB/KLA/VEM

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

Posting Date: January 15, 2020

Filing Period:

For positions to be assigned in NCR:

15-25 January 2020  
8:00 AM to 5:00 PM  
(except Sundays and Holidays)

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

15-25 January 2020  
8:00 AM to 5:00 PM  
(except Sundays and Holidays)

### C. Where to File Applications and for inquiries:

Human Resources Division  
Philippine Statistics Authority  
11<sup>th</sup> Floor Cyberpod One Bldg.  
EDSA cor. Quezon Ave., Diliman, Quezon City, 1101  
Telephone No. (02) 8374-8260

### 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, if any;
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

Attn: **Human Resources Division**  
11th Floor, Eton Cyberpod Centris One Building  
Quezon Avenue cor. EDSA, Quezon City

**Deadline of Submission of Application: January 25, 2020**



**Hiring of Personnel for Calendar Year 2020**  
**PhilSys Pilot Registration**

**I. Introduction**

The Philippine Statistics Authority (PSA), as the primary implementing agency of the Republic Act No. 11055 otherwise known as "Philippine Identification System Act" or the PhilSys Act will conduct Pilot Registration from September 2019 to June 2020.

Further, under Section 8 (B) of the said Act, the PSA shall conduct Mobile Registration activities to achieve universal coverage and accessibility for citizens and resident aliens. Relative to this mandate, the PhilSys Registry Office (PRO) came up with an implementation plan and a registration strategy to expand reach of its services, bringing the government closer and to its targeted populace.

To operationalize these plans, the PRO will hire the following manpower to perform the functions of the Registration and System Management Service (RSMS) with respect to the mobile registration centers that will be established in pilot areas and PhilSys Coordination Units at regional and provincial offices of PSA:


**A. Fifteen (15) Registration Officer II – Operations Coordinator (Php 26,494.00/month) – SG 14**

1. Acts as coordination staff, involves in the procurement and gives administrative support to RSSOs/PSOs for the implementation of PhilSys;
2. Coordinates with the Central Office/Regional Office, partner agencies/organizations at the region/province, and local government units on PhilSys registration concerns;
3. Acts as the Supervisor to the PhilSys staff assigned at the RSSO/PSO;
4. Monitors progress in the implementation of registration in mobile and fixed registration Centers in the assigned region/province;
5. Reviews and prepares consolidated operations plan of registration centers within the region/province;
6. Prepares responses to queries and complaints sent to the RSSO/PSO;
7. Drafts and prepares reports for submission to the PhilSys Registry Office; and
8. Perform additional tasks that may be assigned.

**B. Twenty-six (26) Information Systems Analyst I (Php 22,149.00/month) – SG 12**

1. Provides 1st level technical support to the division and the mobile teams;
2. Ensures all incoming technical issues/concerns are resolved within the day or escalated when needed;
3. Monitors and operates the PhilSys System;
4. Reports and documents all incoming or reported technical issues/concerns;
5. Provides reports when advised by supervisor/s;
6. Coordinates with service provider regarding inventory of equipment and hardware problems;
7. Serves as the focal person coordinating with PRO-ISMD regarding IT related issues and concerns; and
8. Performs other duties that may be assigned by supervisor/s.

**C. Fifteen (15) Administrative Assistant III (Php 17,473.00/month) – SG 9**

1. Receives and controls documents and communications;
  2. Assists the immediate supervisor in personnel matters, record-keeping, mailing/shipping operations, procurement and maintenance of office supplies/equipment and general services;
  3. Assists the immediate supervisor in the preparation of payroll, reimbursement, administrative reports and communication;
  4. Assists the immediate supervisor in monitoring personnel compliance with existing policies and rules;
  5. Attends to public queries thru telephone and e-mails; and
  6. Performs other task that may be assigned by supervisor/s.
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#### IV. REGISTRATION OFFICER QUALIFICATION STANDARDS

- All Registration Officer to be hired are Contract of Service Workers (COSW)

#### PHILIPPINE STATISTICS AUTHORITY

#### List of Vacant Positions for PhilSys Registry Office (PRO) (Under Contract of Services)

No	Position Title	Monthly Salary	Salary Grade	No. of Vacancies	Place of Assignment	Qualification Standards				Remarks
						Education	Experience	Training	Eligibility	
1	Registration Officer II	26,494	SG 14	6	RSSO/PSO NCR	Bachelor's Degree relevant to the job	At least 1 year of relevant experience	At least 8 hours of relevant training	Preferably with CS Professional/Second Level Eligibility	Able to speak the dialect dominant in the region/province where s/he will be assigned; and Willing to be assigned in another city/municipality for extended period, if needed.
2	Registration Officer II	26,494	SG 14	5	RSSO/PSO III	Bachelor's Degree relevant to the job	At least 1 year of relevant experience	At least 8 hours of relevant training	Preferably with CS Professional/Second Level Eligibility	Able to speak the dialect dominant in the region/province where s/he will be assigned; and Willing to be assigned in another city/municipality for extended period, if needed.
3	Registration Officer II	26,494	SG 14	4	RSSO/PSO IV-A	Bachelor's Degree relevant to the job	At least 1 year of relevant experience	At least 8 hours of relevant training	Preferably with CS Professional/Second Level Eligibility	Able to speak the dialect dominant in the region/province where s/he will be assigned; and Willing to be assigned in another city/municipality for extended period, if needed.



4	Information Systems Analyst 'I	22,149	SG 12	17	PSO NCR 1-5,	Bachelor's Degree in Computer Science, Information Systems or any IT related courses			Preferably with CS Professional/ Second Level Eligibility	Able to speak the dialect dominant in the region/province where s/he will be assigned; and Willing to be assigned in another city/municipality for extended period, if needed.
5	Information Systems Analyst 'I	22,149	SG 12	5	PSO Bulacan, PSO Tarlac, PSO Nueva Ecija, PSO Pampanga	Bachelor's Degree in Computer Science, Information Systems or any IT related courses			Preferably with CS Professional/ Second Level Eligibility	Able to speak the dialect dominant in the region/province where s/he will be assigned; and Willing to be assigned in another city/municipality for extended period, if needed.
6	Information Systems Analyst 'I	22,149	SG 12	4	PSO Cavite, PSO Laguna, PSO Batangas	Bachelor's Degree in Computer Science, Information Systems or any IT related courses			Preferably with CS Professional/ Second Level Eligibility	Able to speak the dialect dominant in the region/province where s/he will be assigned; and Willing to be assigned in another city/municipality for extended period, if needed.
13	Administrative Assistant III	17,473	SG 9	6	RSSO/PSO NCR				Preferably with CS Professional/Second Level Eligibility	
14	Administrative Assistant III	17,473	SG 9	5	RSSO/PSO III				Preferably with CS Professional/Second Level Eligibility	
15	Administrative Assistant III	17,473	SG 9	4	RSSO/PSO IV-A				Preferably with CS Professional/Second Level Eligibility	

