



**CALL FOR INTENT/APPLICATION FOR
 THIRD LEVEL POSITIONS**

Posting/Filing Period : 27 DEC 2023 to 11 JAN 2024

Where to File Applications : Applications are online:
 Please check our website at
<https://hris.psa.gov.ph/CareerPortal>.

Please register your PSA Applicant
 Portal Account at
<https://hris.psa.gov.ph/RegisterApplicant>

For inquiries : Telephone no. (02) 83748260
 Email the Secretariat at
careers@psa.gov.ph

A. Two (2) Assistant National Statistician

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| Station | PhilSys Registry Office – Registration Operations Service (PRO-ROS) | Sectoral Statistics Office – Economic Sector Statistics Service (SSO-ESSS) |
| Item Number | PSA-ASSNS-33-2019 | PSA-ASSNS-4-2015 |
| Position Title | Assistant National Statistician | |
| Nature of Appointment | Presidential Appointee | |
| Salary Grade | SG-28 | |
| Salary per month | ₱ 148,171.00 (First Step) | |
| Qualification Standards | | |
| Education | Master's degree (strong preference is given to given to masters in the field of computer science, mathematics, demography, economics, statistics, and information technology) | Master's degree (strong preference is given to masters in the field of Statistics, Mathematics, Economics, Sociology, or Demography) |



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| Training | Financial Management training; management training, or administrative with at least forty hours taken within the past five (5) years | Management and leadership trainings Training on Survey and Census Management/ Operations |
| Experience | Five (5) years of supervisory/management experience | |
| Eligibility | Preferably Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)/Career Executive Service Officer (CESO) | |

B. Two (2) Director II

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| Station | Regional Statistical Services Office 11 | Regional Statistical Services Office Bangsamoro Autonomous Region in Muslim Mindanao |
| Item Number | PSA-DIR2-10-2015 | PSA-DIR2-7-2015 |
| Position Title | Director II | |
| Nature of Appointment | Presidential Appointee | |
| Salary Grade | SG-26 | |
| Salary per month | ₱ 116,040.00 (First Step) | |
| Qualification Standards | | |
| Education | Master's degree (strong preference is given to masters in the fields of statistics, mathematics, economics, sociology, or demography) | |
| Training | Management and legal-related trainings (at least forty hours taken in the last five (5) years) | |
| Experience | Three (3) years of management/field operations supervision in Census/Survey Operations and Civil Registration | |
| Eligibility | Preferably Career Service Executive Eligibility (CSEE)/Career Executive Service (CES)/Career Executive Service Officer (CESO) | |

Applicants are required to submit the following:

1. Scanned copy of signed **APPLICATION LETTER** stating the **position title** with **salary grade (SG)** level and **place of assignment** as posted. The application letter must be addressed to:
Claire Dennis S. Mapa, PhD
Undersecretary
National Statistician and Civil Registrar General

2. Scanned copy of duly accomplished and wet signed **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017); duly subscribed and sworn to before an authorized administering officer (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);

Any inaccurate information that affects the qualification of the applicant to the position applied for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and absence of other substantial entries such as signature of the applicant on each page and signature of authorized person to administer the oath on page 4, which are not compliant with the said CSC MCs shall be grounds for exclusion from the recruitment process;

3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment);
4. Scanned copy of **AUTHENTICATED ELIGIBILITY** (CESE, CSE);
5. Scanned copy of **TRANSCRIPT OF RECORDS** and **DIPLOMA**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING**;
7. Scanned copy of certified true copy of **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)/OFFICE PERFORMANCE COMMITMENT REVIEW (OPCR)** or its equivalent for the last rating period; and
8. Scanned copy of **AFFIDAVIT OF INFORMED CONSENT, WAIVER AND UNDERTAKING OF COMPLIANCE WITH THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS**.

Additional instructions for strict compliance:

1. The PSA reserves the right to suspend or terminate the hiring process for whatever reason, or exclude/disqualify applicant/s for failure to comply any of the foregoing requirements and instructions without incurring liabilities against them, particularly on the proper filling out PDS as prescribed by the Civil Service Commission Memorandum Circular No. 16, s. 2017;
2. Applicants must present the original copy of the documents/attachments to the Secretariat before the interview as necessary. 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 is subject to instruction of the Secretariat appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification;
3. Application and documents submitted after the deadline, 11 JAN 2024, will not be considered;
4. Incomplete attachments and/or incomplete information or signature within a particular document will not be considered; and
5. Interviews of pre-qualified applicants will be conducted on such schedule as agreed upon by the members of Third Level Selection Board (TLSB)

The TLSB may employ teleconference/online interview or change the venue of the interview with one (1) day prior notice to the concerned applicant via email or through a phone call.

Approved:



CLAIRE DENNIS S. MAPA, PhD
Undersecretary
National Statistician and Civil Registrar General