



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

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.

Posting/Filing Period : 1 2 FEB 2024 to 2 2 FEB 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 : Email the Secretariat at
careers@psa.gov.ph

A. One (1) Director II

Station	Regional Statistical Services Office 02
Item Number	PSA-DIR2-21-2015
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
Experience	Three (3) years of management/field operations supervision on 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 **specific position title with salary grade (SG) level and specific 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 **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);
4. Scanned copy of **PROOF OF ELIGIBILITY** (CESE, CSE, etc.);
5. Scanned copy of **TRANSCRIPT OF RECORDS** and **DIPLOMA** (not applicable to PSA permanent employees unless with changes in educational attainment);
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 of 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, 22 FEB 2024, will not be considered;
4. Any inaccurate information 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), 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 the 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. Incomplete attachments and/or incomplete information or signature within a particular attachment 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:



Digitally signed by Mapa
Claire Dennis Sioson
Date: 2024.02.08
17:53:13 +08'00'

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