



**CALL FOR APPLICANTS FOR VACANT POSITIONS
AT THE CENTRAL AND FIELD OFFICES
(FIRST AND SECOND LEVEL POSITIONS)**

Posting/Filing Period : 20 April to 30 April 2021

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
nhrmpsb@psa.gov.ph

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:

Dennis S. Mapa, Ph.D.
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) duly subscribed and sworn to before an authorized administering officer.
3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);



4. Scanned copy of **AUTHENTICATED ELIGIBILITY** (CSC, RA 1080, PD 907, etc.), (not applicable to PSA permanent employees unless with additional eligibility);
5. Scanned copy of **TRANSCRIPT OF RECORDS** (not applicable to PSA permanent employees unless with changes in educational attainment);
6. Scanned copy of **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
7. Scanned copy of certified true copy of **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last rating period (for applicants with work experience);
8. Scanned copy of **AFFIDAVIT OF INFORMED CONSENT, WAIVER AND UNDERTAKING OF COMPLIANCE WITH THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS**; and
9. **For SG 24 applicants:** Scanned copy of certification from authorized officer, indicating that they are performing supervisory functions, including the specific period and number of subordinates.

Additional instructions for strict compliance:

1. PSA respects the Next-in-Rank principle in the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) subject to qualification standards and requirements of the position. However, failure to submit the application and/or PSA Human Resource Merit Promotion and Selection Board (PSA – HRMPSB) Form 2 (Waiver as Next-in-Rank Form) by any PSA employee considered as next in rank is automatically a waiver of his/her privilege;
2. The PSA reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and /or all applicants for failure to comply any of the forgoing requirements and instructions without incurring liabilities against any of the applicant/s;
3. 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

20 April to 30 April 2021

Secretariat appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification;

4. Application with 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 National Human Resource Merit Promotion and Selection Board (NHRMPSB) at Philippine Statistics Authority, Eton Centris Complex, EDSA cor. Quezon Ave., Diliman, Quezon City.

The NHRMPSB may employ teleconference/online interview or change the venue of the interview subject to two (2) days prior notice to the concerned applicants via email or through mobile/cellular phone.

Approved:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General