



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

**CALL FOR INTENT/APPLICATION FOR
DIRECTOR II POSITION**

Posting/Filing Period : 05 AUG 2022 to 20 AUG 2022

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

A. One (1) Director II

Station	Regional Statistical Services Office 10
Item Number	PSA-DIR2-11-2015
Position Title	Director II
Nature of Appointment	Presidential Appointee
Salary Grade	SG-26
Salary per month	₱ 113,891.00 (First Step)
Qualification Standards	
Education	Master's degree (strong preference is given to degrees in the field of statistics, mathematics, economics, sociology, or demography)
Training	Management and legal-related trainings (at least 40 hours attained 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 Executive Service Eligibility (CESE)/Career Service Executive (CSE)



Management System
ISO 9001:2015
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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.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 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 affect 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 authorized person to administer the oath in 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 to PDS);
4. Scanned copy of **AUTHENTICATED ELIGIBILITY**(CESE, CSE);
5. Scanned copy of **TRANSCRIPT OF RECORDS**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for;
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); and
8. Scanned copy of **AFFIDAVIT OF INFORMED CONSENT, WAIVER AND UNDERTAKING OF COMPLIANCE TO THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS.**

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Additional instructions for strict compliance:

1. 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.
2. Applicants must present the original copy of the documents/attachments to the Secretariat before the interview. Inability to present any of these documents will lead to automatic disqualification.
3. Application with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
4. 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 subject to one (1) day prior notice to the concerned applicant via email or through mobile/cellular phone messages.

Approved:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General