



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

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

Posting/Filing Period : 17 MAY 2022 to 01 JUN 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. Six (6) Assistant National Statisticians

Station	1. Policy Coordination and Monitoring Service (PCMS) – PhilSys Registry Office (PRO)	2. Registration Operations Service (ROS) - PhilSys Registry Office (PRO)	3. Use Case Development and Management Service (UCDMS) - PhilSys Registry Office (PRO)
Item Number	PSA-ASSNS-34-2019	PSA-ASSNS-33-2019	PSA-ASSNS-2-2021
Position Title	Director IV		
Nature of Appointment	Presidential Appointee		
Salary Grade	SG-28		
Salary per month	₱ 145,427.00 (First Step)		
Qualification Standards			
Education	Master's degree (strong preference is given to masters in the field of finance, management or accounting)	Master's degree (strong preference is 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 finance, management or accounting)



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

Reference No. 22FAS02-POV-____
 Subject: Call for Intent/Application for Third Level Positions
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Training	Management Training; Policy formulation and analysis; and Coordination and Management with at least forty (40) hours taken in the last five (5) years	Financial Management training; management training, or administrative with at least forty (40) hours taken within the past five (5) years	Management Training; Policy formulation and analysis; and Coordination and Management (at least forty (40) hours taken in the last five (5) years)
Experience	Five (5) years of supervisory/management experience		
Eligibility	Preferably Career Executive Service Eligibility (CESE) / Career Service Executive (CSE) or higher		

Station	4. Civil Registration Service (CRS) – Civil Registration and Central Support Office (CRCSO)	5. Standards Service (SS) – Censuses and Technical Coordination Office (CTCO)	6. Community-Based Statistics Service (CBSS) – Censuses and Technical Coordination Office (CTCO)
Item Number	PSA-ASSNS-6-2015	PSA-ASSNS-9-2015	PSA-ASSNS-4-2021
Position Title	Director IV		
Nature of Appointment	Presidential Appointee		
Salary Grade	SG-28		
Salary per month	₹ 145,427.00 (First Step)		

Qualification Standards

Education	Master's degree (strong preference is given to masters in the field of computer science, mathematics, demography, economics, statistics, and information technology)	Master's degree (strong preference is given to degrees in the fields of statistics, mathematics, economics, sociology, or demography)	Master's degree (strong preference is given to masters in the field of statistics, mathematics, economics, sociology and demography)
Training	Management and Leadership Training; Coordination and management with at least forty (40) hours taken in the last five (5) years	Management Training; Statistical Standards and Coordination; Training on Censuses and Survey Methods (at least forty 40 hours taken in the last five (5) years)	Management and Leadership Training; Censuses and Survey Methods with at least forty (40) hours taken in the last five (5) years
Experience	Five (5) years of supervisory/management experience		
Eligibility	Preferably Career Executive Service Eligibility (CESE) / Career Service Executive (CSE) or higher		

B. One (1) Director II

Station	1. Regional Statistical Services Office 03
Item Number	PSA-DIR2-19-2015
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 fields 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) or higher

Applicants are required to submit the following:

1. Scanned copy of signed **APPLICATION LETTER** stating the specific position title with salary grade (SG) level; 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);
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 (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); 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