



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 20FAS02-POVP-10-01

**CALL FOR APPLICANTS FOR
SUPERVISING ADMINISTRATIVE OFFICER**

Posting/Filing Period : 20 October 2020 to 31 October 2020

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: nhrmpsb@psa.gov.ph (Secretariat)

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, CESB, RA 1080, PD 907, etc.);



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

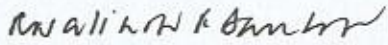
5. Scanned copy of **TRANSCRIPT OF RECORDS**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
7. Scanned copy of certified true copy of **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent 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**.

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. 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 are subject to instruction of the secretariat appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification.
4. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
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:



ROSALINDA P. BAUTISTA
Assistant Secretary

DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General