



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

**CALL FOR APPLICANTS FOR CONTRACT OF
SERVICE WORKER (COSW) FOR PHILSYS REGISTRY OFFICE –
REGISTRATION OPERATIONS SERVICE – IDENTITY VALIDATION
DIVISION (PRO-ROS-IVD)**

- Posting/Filing Period : 19 JAN 2023 to 29 JAN 2023
- 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
careers@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. An applicant may apply for a maximum of two (2) positions in the same posting period; 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 affects the qualification of the applicant to the position applied 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))



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

Reference No.23FAS02-POV-01-04

Subject: Call for Applicants for Contract of Service Worker (COSW) for PhilSys Registry Office – Registration Operations Service – Identity Validation Division (PRO-ROS-IVD)

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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 on 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** (CSC, RA 1080, PD 907, etc.) (if applicable);
5. Scanned copy of **TRANSCRIPT OF RECORDS** and **DIPLOMA**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable); and
7. Scanned copy of **CERTIFICATES OF WORK EXPERIENCE** relevant to the position (for applicants with work experience).

Additional instructions for strict compliance:

1. For inquiries regarding application, you may contact the Secretariat through the email address careers@psa.gov.ph using email subject below:

[Inquiry] Call for Intent/Application for Contract of Service Worker (COSW)

2. The PSA reserves the right to suspend or terminate hiring process for qualified reasons or disqualify any and/or all applicants for failure to comply any of the foregoing 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.

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4. Applications and documents submitted after the deadline, 29 JAN 2023, will not be considered.

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 at the PSA Central Office located at Eton Centris Complex, EDSA cor. Quezon Ave., Diliman, Quezon City

The COSW Committee may conduct online interview or may change the venue of the interview subject to one (1) day prior notice to the concerned applicants via email or through a phone call.

Approved:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General