

# Call for Applicants for the operation of Pilot Registration - PhilSys Registry Office (PRO)

Posting Date: 04 February 2020

Filing Period:

For positions to be assigned in NCR:

8:00 AM to 5:00 PM  
(except Saturdays, Sundays and Holidays)

**Deadline of Submission of Application: 14 February 2020**

For positions to be assigned at the RSSO/PSO of Regions III and IV-A:

8:00 AM to 5:00 PM  
(except Saturdays, Sundays and Holidays)

**Deadline of Submission of Application: 28 February 2020**

**NOTE:** Those who have previously submitted their application need not apply anymore.

## **C. Where to File Applications and for inquiries:**

For NCR applicants:

### **NCR Regional Office:**

9/F EDSA Grand Residences  
75 EDSA Cor. Corregidor St. Brgy R. Magsaysay Quezon City  
Quezon City, Manila 1105  
Telephone: (02) 936-7292, 781-71-96

### **NCR I- Manila, San Juan, Mandaluyong**

2/F GAMA Bldg., J.P. Laurel St. corner Minerva St.  
San Miguel, Manila 1016  
Telephone: (02) 925-2745  
Fax: (02) 562-8654

### **NCR II- Marikina, Quezon City**

8th Flr. EDSA Grand Residences  
75 EDSA cor. Corregidor St. Bgy. R. Magsaysay,  
Quezon City, Manila 1105  
Telephone: (02) 716-0828, 713-4472, 814-3124

### **NCR III- Makati, Taguig, Pasig, Pateros**

5/F Carolina Corporate Center, 1203 Cardona cor J.P. Rizal Streets  
Poblacion, Makati City 1210  
Telephone: (02) 899-8912, 895-5889  
Fax: (02) 895-5538

### **NCR IV- Caloocan, Malabon, Navotas, Valenzuela**

**NCR IV- Caloocan, Malabon, Navotas, Valenzuela**

1798 4/F Grandz Commercial Center Building  
Mc Arthur Highway cor. Calle 4, Barangay 81  
Caloocan City, Manila 1400  
Telephone: (02) 367-3831 / 362-6911 / 362-6912  
Fax: (02) 367-3742

**NCR V- Pasay, Parañaque, Las Piñas, Muntinlupa**

3/F STWLPC Building  
336-342 Sen. Gil Puyat Avenue (Buendia) Barangay 49  
Pasay City, Manila 1300  
Telephone: (02) 833-8284, 834-1601  
Fax: (02) 834-0051

For Region III applicants:

**Pampanga Regional Office:**

PSA Building, Diosdado Macapagal Government Center  
Barangay Maimpis, City of San Fernando, Pampanga 2000  
Telephone: (045) 455-2552 / 455-2515

**Bulacan Provincial Office:**

Villa Reina Building, Valenzuela Street  
Malolos City, Bulacan 3000  
Telephone: (044) 791-1751  
Fax: (044) 662-3024

**Tarlac Provincial Office:**

3rd Floor U.S. Building  
Mc Arthur Highway  
City of Tarlac, Tarlac 2300  
Fax: (045) 982-2936

**Nueva Ecija Provincial Office:**

3F Harrison Bldg., Brgy. Dicarma, Maharlika hi-way  
Cabanatuan City, Nueva Ecija 3100  
Telephone: (044)940-9213

**Bataan Provincial Office:**

Bataan Government Center Ala Uli,  
Pilar, Bataan 2100  
Telephone: (047) 633-5227  
Fax: (047) 240-5237

For Region IV-A applicants:

**Batangas Regional Office:**

Ground Floor Building C, Fiesta World Mall  
Marawoy, Lipa City, Batangas, 4217  
Telephone: (043) 756-0412 / (043)757-1671  
Fax: (043) 757-0812

**Cavite Provincial Office:**

2nd Floor Government Center Building, Provincial Capitol Grounds,  
San Agustin Trece Martires City, Cavite 4109  
Telephone: (046) 514-0501 / (046)686-5728  
Fax: (046) 514-0445 / 419-0146

**Laguna Provincial Office:**

Maharlika Highway, Barangay Bagong Bayan  
San Pablo City, Laguna 4000  
Telephone: (049) 562-6401 / (049) 503-3472  
Fax: (049) 562-9605

**Rizal Provincial Office**

Ground Floor Budgetlane Shopping Center, Circumferential Road  
Antipolo City, Rizal 1870  
Fax: (02) 696-6366

**D. Applicants are required to submit the following requirements:**

1. Application letter stating the specific position title;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (Civil Service Form 212, Revised 2017) with Work Experience Sheet (refer to Guide on filling out Personal Data Sheet);
3. Photocopy of Transcript of Records and Diploma;
4. Photocopy of Proof of CSC/PRC Eligibility;
5. Photocopy of Certificate of Training;
6. Photocopy of Certificate of Experience relevant to the position

Submit the application letter together with the requirements addressed to:

**Claire Dennis S. Mapa**  
Undersecretary  
National Statistician and Civil Registrar General

For NCR applicants:

Attn: **Human Resources Division**  
9/F EDSA Grand Residences  
75 EDSA Cor. Corregidor St. Brgy R. Magsaysay Quezon City  
Quezon City, Manila 1105

For Region III applicants:

**Attn: Human Resources Division**  
PSA Building, Diosdado Macapagal Government Center  
Barangay Maimpis, City of San Fernando, Pampanga 2000

For Region IV-A applicants:

**Attn: Human Resources Division**  
Ground Floor Building C, Fiesta World Mall  
Marawoy, Lipa City, Batangas, 4217