



Reference No. 20FAS02-POVP-06-01-A

**REVISED CALL FOR APPLICANTS FOR VACANT POSITIONS
CENTRAL AND FIELD OFFICES
(FIRST AND SECOND LEVEL POSITIONS)**

Posting Period : 05 June 2020 – 07 July 2020

Filing Period : 05 June 2020 – 07 July 2020
8:00 AM to 5:00 PM
(except Saturdays, Sundays and holidays)

Where to File Applications and for inquiries : Human Resources Division
Philippine Statistics Authority
Eton Centris Complex
EDSA cor. Quezon Ave., Diliman,
Quezon City, 1101
Telephone no. (02) 3748260

Applicants are required to submit the following:

1. Application letter stating the specific position title with salary grade (SG) level and specific division/province or station of assignment as posted. An applicant may apply for a maximum of two positions regardless of occupational group; If applying for two different positions, two complete sets of documents with separate application letters should be submitted.
2. Two original copies of duly accomplished **Personal Data Sheet** (PDS) with recent ID picture taken within three months prior to submission of application (**CSC Form No. 212, Revised 2017**) duly subscribed and sworn to before an authorized administering officer with **Work Experience Sheet** (CSC Form No. 212 – as Attachment) (if applicable);
3. Photocopy of authenticated Eligibility (SC, CSC, CESB, RA 1080, PRC, PD 907, etc.);
4. Photocopy of Transcript of Records;
5. Photocopy of Certificate/s of Trainings participated in within the last five years relevant to the position/s applied for (if applicable);



6. Certified true copy of Individual Performance Commitment Review (IPCR) or its equivalent for the last rating period (for applicants with work experience);
7. Affidavit of Informed Consent, Waiver and Undertaking of Compliance to the Minimum Qualification Standards and Requirements; and
8. For SG 24 applicants: Certification from authorized personnel, indicating that they are performing supervisory functions, including the specific period and number of subordinates.

Additional instructions for strict compliance:

1. All applicants are required to submit their application/s to:

DENNIS S. MAPA,PH.D.

Undersecretary

National Statistician and Civil Registrar General

Thru: The Chief Human Resources Division
Philippine Statistics Authority
11th floor Cyberpod One Bldg.
Eton Centris Complex
EDSA cor. Quezon Ave., Diliman,
Quezon City, 1101

2. Applicants may submit their requirements online thru nhrmpsb@psa.gov.ph or through courier to the address above. However, email submissions are preferred due to the Coronavirus disease 2019 (COVID-19) situation. Applications sent through email should use the email subject below:

[Applicant Submission] Call for Intent/Application First/Second Level Position

3. Applicants who sent documents via courier must submit the return slip or tracking number receipt within three (3) calendar days from sending thereof to nhrmpsb@psa.gov.ph.
4. One set of application documents per position applied for must be submitted.
5. Application letters WITHOUT specified salary grade and station of assignment applied for as posted will automatically be rejected.

6. For inquiries regarding application, you may contact the PSA Human Resources Division (HRD) through email address nhrmpsb@psa.gov.ph, using email subject below:

[Inquiry] Call for Intent/Application First/Second Level Position

7. The Philippine Statistics Authority (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.
8. 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 foregoing requirements and instructions without incurring liabilities against any of the applicant/s.
9. Applicants must present the original copy of the documents/attachments in the application letter to the Secretariat before the interview. Inability to present any of these documents will lead to automatic disqualification.
10. Applications and documents submitted after the deadline, 07 July 2020 at 5:00 PM, will not be accepted.

Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be accepted.
11. List of positions with two major tasks can be found at the PSA website at www.psa.gov.ph
12. Interviews of pre-qualified applicants will be conducted on such schedule as agreed upon by the members of NHRMPSB or ROHRMPSB:

- a. For vacant positions in Central Office – Philippine Statistics Authority, Eton Centris Complex, EDSA cor. Quezon Ave., Diliman, Quezon City.
- b. For vacant positions in Field Offices – PSA Regional Offices.
- c. For any query, applicants may call telephone numbers (632) 8374-8260 or (632) 8374-8261

The NHRMPSB or ROHRMPSB may employ teleconference interview or change the venue of the interview subject up to two days prior notice to the concerned applicants via email or through mobile/cellular phone.

Approved:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General