



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No.21FAS02-POV-03-01

**EXTENSION FOR CALL FOR INTENT/APPLICATION
FOR THIRD LEVEL POSITION IN THE
PHILSYS REGISTRY OFFICE (PRO)**

Posting/Filing Period : 03 March to 18 March 2021
(Those who have applied earlier need not submit another application)

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. One (1) Assistant National Statistician

Station : Office of the Assistant National Statistician –
Policy Coordination and Monitoring Service –
PhilSys Registry Office (PRO)

Position : Assistant National Statistician

Nature of Appointment : Presidential Appointee

Salary Grade : SG – 28

Salary per month : P 142,683.00 (First Step)



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

Qualification Standards

Education	:	Master's Degree (strong preference is given to masters in the field of finance, management or accounting)
Training	:	Management Training; Policy formulation and analysis; and Coordination and Management (at least 40 hours taken in the last five (5) years)
Experience	:	Five (5) years of supervisory/management experience
Eligibility	:	Preferably with Career Executive Service Eligibility (CESE)/ Career Executive Service Officer (CESO)

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);

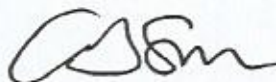
7. Scanned copy of certified true copy of **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last rating period (for applicants with work experience); and
8. Scanned copy of **AFFIDAVIT OF INFORMED CONSENT, WAIVER AND UNDERTAKING OF COMPLIANCE WITH THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS.**

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 as necessary. 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; and
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 and may 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:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General