



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

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

Posting/Filing Period : 16 August to 31 August 2021

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. Two Assistant National Statistician

Station	Use Case Development and Management Service (UCDMS) - PhilSys Registry Office (PRO)	Fraud Management and Client Management Service (FMCMS) - PhilSys Registry Office (PRO)
Item Number	ASSNS-2-2021	ASSNS-3-2021
Position Title	Director IV	
Nature of Appointment	Presidential Appointee	
Salary Grade	SG-28	
Salary per month	₱ 142,683.00 (First Step)	
Qualification Standards		
Education	Master's Degree (strong preference is given to masters in the field of finance, management or accounting)	Master's Degree (strong preference is given to masters in the field of legal studies or management)
Training	Management Training; Policy formulation and analysis; and Coordination and Management (at least 40 hours of taken in the last five years)	Management and Legal related trainings (at least 40 hours of taken in the last five years)



Management System
ISO 9001:2015
www.tuv.com
in 0159420001



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

Experience	Five years of supervisory/management experience
Eligibility	At least Career Executive Service Eligibility (CESE) / Career Service Executive (CSE) or higher

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:

Dr. 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 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 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. 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. 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.
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 or change the venue of the interview subject to one day 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