



**CALL FOR APPLICANTS FOR CONTRACT OF SERVICE
WORKER (COSW) POSITIONS AT THE PHILIPPINE IDENTIFICATION
SYSTEM REGISTRY OFFICE-INFRASTRUCTURE AND
SYSTEMS MANAGEMENT DIVISION (PRO-ISMD)**

Posting Period : 09 July to 24 July 2020

Filing Period : 09 July to 24 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;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized ID picture taken within three (3) months prior to submission of application (**Civil Service Form No. 212, Revised 2017**) with **Work Experience Sheet** (CSC Form No. 212 – as Attachment) (refer to Guide on filling out Personal Data Sheet);
3. Photocopy of Proof of CSC/PRC Eligibility;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of Certificate/s of Trainings; and
6. Photocopy of Certificate/s of Experience relevant to the position.

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 shall submit their requirements online through nhrmpsb@psa.gov.ph or through courier to the address above. 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 for COSW Position at PRO-ISMD

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. 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 for COSW Position at PRO-ISMD

6. 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.
7. 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.
8. Applications and documents submitted after the deadline, 24 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 processed.

9. List of positions with duties and responsibilities can be found on the PSA website at www.psa.gov.ph
10. Interviews of pre-qualified applicants will be conducted in the Central Office at Philippine Statistics Authority, Eton Centris Complex, EDSA cor. Quezon Ave., Diliman, Quezon City.

Reference No. 20FAS02-POVP-07-01

Subject: Call For Applicants For Contract of Service Worker (COSW) Positions at the Philippine Identification System
Registry Office-Infrastructure and Systems Management Division (PRO-ISMD)

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The HRMPSB may employ teleconference interview or change the venue of the interview subject up to two (2) days prior notice to the concerned applicants via email or through mobile/cellular phone.

Approved by:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General