



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No.20FAS02-POVP-12-08

**CALL FOR INTENT/APPLICATION
FOR THIRD LEVEL POSITION AT THE
REGIONAL STATISTICAL SERVICES OFFICE 03 (RSSO 03)**

Posting/Filing Period : 09 December 2020 to 06 January 2021

Where to File Applications : Applications are online:
Please visit 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) 8374-8260
Email the Secretariat at
nhmpsb@psa.gov.ph

One (1) Director II

Station : Regional Statistical Services Office 03

Position : Director II

Nature of
Appointment : Presidential Appointee

Salary Grade : SG – 26

Salary per month : PhP 109,593.00 (First Step)

Qualification Standards :

Education : Master's Degree (strong preference is given to
degrees in the fields of statistics, mathematics,
economics, sociology, or demography)

Training : Management and legal-related trainings (at least
40 hours attained in the last five (5) years)



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 938-5267
www.psa.gov.ph

- Experience : With at least three (3) years of management/field Operations supervision in Census/Survey Operations and Civil Registration
- 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 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. In case the interview is online or via video conference platform and it is difficult for the candidate to appear before the Secretariat, the presentation of original documents for verification of authenticities is subject to instruction of the Secretariat appropriate for the situation. 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 the Third Level Selection Board (TLSB).

The TLSB may employ teleconference/online interview or 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 by:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General