



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

**CALL FOR APPLICANTS FOR VACANT POSITIONS  
AT THE CENTRAL OFFICE AND FIELD OFFICES  
(FIRST AND SECOND LEVEL POSITIONS)**

Posting/Filing Period : 16 AUG 2022 to 31 AUG 2022

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](mailto:nhrmpsb@psa.gov.ph)

Applicants are required to submit the following:

1. Scanned copy of signed **APPLICATION LETTER** stating the specific position title with salary grade (SG) level and specific place of assignment as posted; 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 and wet signed **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 (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017); Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and absence of other substantial entries such as signature of the



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applicant on each page and signature of authorized person to administer the oath on page 4, which are not compliant with the said CSC MCs shall be grounds for exclusion from the recruitment process.

3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
4. Scanned copy of **AUTHENTICATED ELIGIBILITY** (CSC, RA 1080, PD 907, etc.) (not applicable to PSA permanent employees unless with additional eligibility);
5. Scanned copy of **TRANSCRIPT OF RECORDS** (not applicable to PSA permanent employees unless with changes in educational attainment);
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 completely signed **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last rating period (for applicants with work experience);
8. Scanned copy of **AFFIDAVIT OF INFORMED CONSENT, WAIVER AND UNDERTAKING OF COMPLIANCE WITH THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS**; and
9. **For SG 24 applicants:** Scanned copy of certification from authorized officer, indicating that they are performing supervisory functions, including the specific period and number of subordinates.

***Additional instructions for strict compliance:***

1. 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;
2. The PSA reserves the right to suspend or terminate the hiring process for whatever reason, or exclude/disqualify applicant/s for failure to comply any of the foregoing requirements and instructions without incurring liabilities against them, particularly on the proper filling out of PDS as