



CALL FOR APPLICANTS FOR ADMINISTRATIVE AIDE VI
(Under Contract of Service)

Posting/Filing Period : 17 to 26 August 2024

Where to File Applications and for inquiries : https://bit.ly/Applicant_AAVI
Telephone: (045) 455-2552

Email the Secretariat at
hr.psaregion3@gmail.com

Applicants are required to submit the following:

1. Scanned copy of signed **APPLICATION LETTER** stating the specific position title and place of assignment as posted: The application letter must be addressed to:

ARLENE M. DIVINO
Regional Director
Philippine Statistics Authority, RSSO 03
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);
3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
4. Scanned copy of **TRANSCRIPT OF RECORDS** and **DIPLOMA**;
5. Scanned copy of **CSC/PRC ELIGIBILITY (if any)**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable).

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;



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

REGIONAL STATISTICAL SERVICES OFFICE – CENTRAL LUZON

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. Applications submitted after the deadline on **26 August 2024** will not be considered;
5. Interview of qualified applicants will be conducted on such schedule as agreed upon by the members of the PSA RSSO 03 Human Resource Merit Selection Board.

The PSA upholds and recognizes the value of diversity, equity, and inclusivity in its recruitment, selection, and promotion process and hereby adheres to the equal employment opportunity principle. There shall be no discrimination in the selection of employees on account of age, sex (sexual orientation or gender identity), civil status, disability, religion, ethnicity, or political affiliation.

Approved:


ARLENE M. DIVINO
Regional Director
PSA RSSO 03


EFC/SSA

Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga

• Telephone: (045) 436-3806 (045) 436-4452 • Telefax: (045) 455-2552

www.psa.gov.ph