



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

REGIONAL STATISTICAL SERVICES OFFICE 03

**CALL FOR APPLICANTS FOR
CLERK – SALARY GRADE 4
2024 UPDATING OF AUGMENTED SYSTEM FOR TRAVEL INFORMATION
USING GIS TECHNOLOGY AT THE PSA RSSO 03
(10 September to 12 November 2024)
(Under Contract of Service)**

Posting/Filing Period : 12-23 August 2024

Where to File Applications : <https://bit.ly/Clerk4ASTIG>
and for inquiries Telephone: (045) 455-2552 or 09686757781

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 applicable)**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for.




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Additional instructions for strict compliance:

1. Applicants must submit the application thru the link, <https://bit.ly/Clerk4ASTIG>.
2. 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;
3. Applicants must present the original copy of the documents/attachments to the Secretariat before the interview as necessary. 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.
4. Application with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered;
5. Applications submitted after the deadline on 23 August 2024 at 5:00 PM will not be considered.
6. Interview of qualified applicants will be conducted on such schedule as agreed upon by the members of the Regional Board.

Approved:


ARLENE M. DIVINO
Regional Director
PSA RSSO 03



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Qualifications:

- a. Must be a college graduate, preferably in the field of Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology, Environmental Science or other related courses;
- b. Preferably with experience in data processing, GIS-based mapping activities and in using GIS software;
- c. Has knowledge in project management, data visualization, computer operations and statistical surveys.
- d. With good written and oral communication skills;
- e. Physically fit and able;
- f. With good moral character
- g. Willing to render service beyond office hours, if necessary;
- h. With no existing work contract with other offices/agencies.