



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

REGIONAL STATISTICAL SERVICES OFFICE 03

**CALL FOR APPLICANTS FOR
ASSISTANT STATISTICIANS – SALARY GRADE 9
CONSUMER EXPECTATIONS SURVEY AND PHILIPPINE ECONOMIC –
ENVIRONMENTAL AND NATURAL RESOURCES ACCOUNTS (PEENRA)
AT THE PSA RSSO 03**

(19 May to 31 December 2025)
(Under Contract of Service)

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.

Posting/Filing Period : 07-14 May 2025

Where to File Applications : <https://bit.ly/AssistantStat>
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/AssistantStat>.
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 14 May 2025 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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**CALL FOR APPLICANTS FOR
ASSISTANT STATISTICIANS – SALARY GRADE 9
FOR THE CONSUMER EXPECTATIONS SURVEY AND
ENVIRONMENT AND NATURAL RESOURCES ACCOUNTS COMPILATION AT
THE PSA RSSO 03**

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. Has knowledge in project management, data visualization, computer operations and statistical surveys.
- c. With good written and oral communication skills;
- d. Physically fit and able;
- e. With good moral character
- f. Willing to render service beyond office hours, if necessary;
- g. With no existing work contract with other offices/agencies.

**ONE (1) ASSISTANT STATISTICIAN – SALARY GRADE 9
FOR THE CONSUMER EXPECTATION SURVEY AT THE PSA RSSO 03**

Duties and Responsibilities

- a. Assists in the preparation of technical and operational plans, programs and activities relating to survey design and survey instruments, particularly in the Consumer Expectations Survey (CES);
- b. Assists in the conduct of CES field enumeration trainings;
- c. Assists in the monitoring of submission of CES field reports;
- d. Assists in the processing of CES data including checking completeness and consistency and assists in the preparation of statistical reports;
- e. Performs other tasks assigned by immediate.

**ONE (1) ASSISTANT STATISTICIAN – SALARY GRADE 9
FOR THE ENVIRONMENT AND NATURAL RESOURCES ACCOUNTS
COMPILATION AT THE PSA RSSO 03**

Duties and Responsibilities

- a. Assist in the implementation of the work program for the Environment and Natural Resources Accounts Compilation, which includes:
 - a. Regular updating and improvement of existing regional environmental accounts;
 - b. Development of new regional environmental accounts;
 - c. Compilation of regional environment statistics
- b. Undertake research, data gathering, and data validation activities;
- c. Assist in the preparation of periodic reports on the accomplishments and ongoing activities;
- d. Prepare presentation materials and proceedings for workshops, training activities, consultation meetings, seminars, and other related activities;
- e. Participate in meetings, training activities, seminars, workshops and other related activities;
- f. Assist in the preparation of discussion materials and highlights/minutes of the Technical Working Group (TWG) meetings;
- g. Attend to administrative matters related to the activity in coordination with the administrative and financial unit;
- h. Coordinate with other agencies; and Perform other related duties as may be assigned by the supervisors.