



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

Posting/Filing Period : 30 November 2022 to 08 December 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

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. An applicant may apply for a maximum of two (2) positions; 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 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 prescribed by the Civil Service Commission Memorandum Circular No. 16, s. 2017;

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; and
5. Interviews of pre-qualified applicants will be conducted on such schedule as agreed upon by the members of National/Central Office/Regional Office Human Resource Merit Promotion and Selection Board (N/CO/RO HRMPSB) at the Philippine Statistics Authority, Eton Centris Complex, EDSA cor. Quezon Ave., Diliman, Quezon City.

The NHRMPSB may employ teleconference/online interview or change the venue of the interview subject with one (1) day prior notice to the concerned applicants via email or through mobile/cellular phone.

Approved:



DENNIS S. MAPA, Ph.D.

Undersecretary

National Statistician and Civil Registrar General