



PRESS RELEASE

CALL FOR APPLICANTS FOR VACANT PLANTILLA POSITION (ADMINISTRATIVE ASSISTANT II)

Date of Release: 18 February 2025
 Reference No. 25PR08078-10

The Philippine Statistics Authority (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 identify), civil status, disability, religion, ethnicity, or political affiliation.

Posting/Filing Period:	18 to 28 February 2025
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) 83748261 Email the Secretariat at careers@psa.gov.ph

The PSA – Biliran has one (1) vacant plantilla position with the qualification standards and major tasks/functions as follows:

Administrative Assistant II (SG 8)

Minimum Qualification Standards

1. Completion of two-year studies in college or High School Graduate with relevant vocational/trade course;
2. One (1) year of relevant experience;
3. Four (4) hours of relevant training;
4. Career Service (Subprofessional) / First Level Eligibility; and
5. Preferably with at least four hours of procurement trainings or member of Technical Working Group on Bids and Awards or Secretariat.



Major Tasks/Functions

1. Process all money claims in accordance with the accounting, auditing rules, and ensure that expenses are properly authorized and incurred; and
2. Prepare and process remittance of all salary deductions of employees every month.

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 in the same posting period. The application letter must be addressed to:

Claire Dennis S. Mapa, PhD
Undersecretary
National Statistician and Civil Registrar General

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), wet signed, and duly subscribed and sworn to before an authorized administering officer or **should be notarized not later than the posting/filing period** (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);
3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as attachment to PDS);
4. Scanned copy of **PROOF OF ELIGIBILITY** (CSC, RA 1080, PD 907, etc.);
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** relevant to the position applied for (if applicable);
7. Scanned copy of certified true copy of **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)** or its equivalent for the last rating period (for applicants with work experience); and



8. Scanned copy of **AFFIDAVIT OF INFORMED CONSENT, WAIVER AND UNDERTAKING OF COMPLIANCE WITH THE MINIMUM QUALIFICATION STANDARDS AND REQUIREMENTS.**

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 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 and documents submitted after the deadline, **28 February 2025**, will not be considered;
5. Grounds for exclusion in the recruitment process include the following:
 - a. Any inaccurate information in the PDS 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), Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and response to question number 34 as compliance with the rule against nepotism;
 - b. Absence of other substantial entries in the PDS such as signature of the applicant on each page and **signature of the authorized**



person to administer the oath on the last page or not notarized,
which are not compliant with the said CSC MCs; and


- c. Incomplete attachments and/or incomplete information or signature within a particular attachment.
6. Interviews of pre-qualified applicants will be conducted on such schedule as agreed upon by the corresponding PSA - HRMPSB; and

The PSA – HRMPSB may conduct online interview or may change the date or venue of the interview subject to one (1) day prior notice to the concerned applicants via email or through a phone call.

For justifiable reasons such as suspension of work or extremely urgent meetings/tasks to be attended by the Human Resource Merit Selection Board, the interview may be cancelled and re-set on another schedule.

7. Be informed that selected applicants for appointment are to submit the attached Certification under Oath Against Nepotism (Attachment 1).

Approved for release:


RENAVIL V. CUEVA
Chief Statistical Specialist

Attachment:

1. *Certification under Oath Against Nepotism*



REPUBLIC OF THE PHILIPPINES)
_____) S.S

CERTIFICATION UNDER OATH AGAINST NEPOTISM

I, _____, of legal age, Filipino, single/married, and a resident of _____, after having been duly sworn to an oath in accordance with law, hereby depose and state the following:

1. That I am applying for the _____ position at the Philippine Statistics Authority (PSA);
2. That I am not a relative within the 3rd degree of consanguinity or affinity of the appointing authority or recommending authority of the PSA;
3. That I am not a relative within the 3rd degree of consanguinity or affinity of the head of Office or Service where the position I am applying for exists;
4. That I am not a relative within the 3rd degree of consanguinity or affinity of the person exercising immediate supervision over the position I am applying for;
5. I am executing this certification to attest to the truth of the foregoing and to support my application with the PSA.

IN WITNESS WHEREOF, I am affixing my signature this _____ day of _____ **20** in _____, Philippines.

Affiant

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____ **20** in _____, Philippines.
Affiant exhibited to me his/her valid government issued Identification with number _____ and issued on _____ in _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.