



PRESS RELEASE

CALL FOR APPLICANTS FOR BIRTH REGISTRATION COORDINATOR (BRC) AT PSA BILIRAN

Date of Release: 30 July 2025

Reference No. 25PR0878-38

The Philippine Statistics Authority (PSA) – Biliran is in need of one (1) Birth Registration Coordinator as Contract of Service Worker (COSW) for the implementation of Birth Registration Assistance Project (BRAP).

I. List of Vacant Positions

Position Title	Salary Grade	No. of Vacancies	Place of Assignment	Compensation (Salary per Month)
Birth Registration Coordinator	8	1	RSSO 8 - Biliran	Php 19,365.00

II. Qualification Standards

- Bachelor's degree relevant to the job;
- Preferably with at least Civil Service Eligibility;
- Computer literate with proficiency in word processor and spreadsheet;
- Able to speak the local dialect;
- Willing to do field work / mobile registration in any assigned areas in the province;
- Willing to work on weekends, holidays, and beyond 5:00 PM, if necessary;
- Does not have existing work contract with other office/agency; and
- Perform other tasks assigned by the supervisor or head of the office.
- For more information about the position, please check the Terms of Reference/Major Functions in the last page.

III. Deadline of Submission of Application

- Applications will be accepted until **08 August 2025, Friday at 5:00 PM.**

IV. Where to File Application

- Submit all documentary requirements personally from Monday to Friday (except holidays) at 8:00 AM to 5:00 PM at PSA 1st Floor (Mezanine), DEMC Building, P. Inocentes Street Naval, Biliran 6560 and look for Mr. Virgilio L. Cinco, Jr, HR designate.



Certificate No. PHP
QMS 24 93 0203 - 035



PSA Biliran Provincial Statistical Office, Naval, Biliran 6560
Telephone: (053) 507-8122
Email: biliran@psa.gov.ph
www.psa.gov.ph



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
BILIRAN
Documentary Requirements



1. Signed application letter stating the specific position title applied for addressed to:

RENAVIL V. CUEVA


Chief Statistical Specialist
Philippine Statistics Authority
Biliran Provincial Statistical Office
Naval, Biliran

2. One (1) original copy of duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture taken within three (3) months prior to submission of application (Civil Service Form 212, Revised 2017) wet signed, and duly subscribed and sworn to before an authorized administering officer within the posting period (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);
3. Photocopy of eligibility (CSC, CESB, RA 1080, PD 907, etc.) if any;
4. Photocopy of Transcript of Records or Diploma; and
5. Tax Identification Number (either of the following)
 - Photocopy of the Certification of the applicant's registered TIN or BIR Form 1901 (if applicant does not want to be tax exempted); or
 - Photocopy of BIR Form 1901 if registered on the current year or photocopy of BIR Form 1905 together with BIR Sworn Declaration Annex B-2 (if applicant wants to be tax exempted)

VI. Others

- Incomplete documentary requirements and failure to follow all instructions will result to non-consideration of application.
- All qualified applicants will be notified for an interview.
- For inquiries and further information, please contact Mr. Virgilio L. Cinco, Jr., Designate Human Resource (HR) through office telephone number (053) 507-8122; or email address biliran@psa.gov.ph.

Approved for release:


RENAVIL V. CUEVA
Chief Statistical Specialist



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TERMS OF REFERENCE

The Birth Registration Coordinator (BRC)-Contract of Service Worker commits to assist the RSSO and PSO in the implementation of Birth Registration Assistance Project (BRAP) by performing the following duties and responsibilities under the direct supervision of his/her supervisor as provided:

1. Attend the orientation training and other capacity building for the Birth Registration Assistance Project;
2. Coordinate with Local Civil Registry Office (LCRO) for delayed birth registration of individuals with PSA negative certification;
3. Interview applicants for the delayed registration of birth;
4. Prepare four copies of the Certificate of Live Birth (COLB) and ensure that all entries are complete and correct based on the supporting documents submitted by the applicant;
5. Facilitate the out-of-town processing of birth registration;
6. Ensure proper receipt and control of all civil registry documents for registration under BRAP;
7. Submit weekly and monthly accomplishment reports to its immediate supervisor and BRAP Project Management Office (PMO);
8. Enjoin cooperation and involvement of various agencies/relevant parties in activities related to the project;
9. Prepare and submit narrative reports on the status of project;
10. Conduct regular Information, Education and Communication (IEC) activities concerning civil registration;
11. Participate in the conduct of mobile registrations with the LCROs;
12. Perform other tasks assigned by the Immediate Supervisor and the Project Director.

