



# PRESS RELEASE

## PSA EASTERN SAMAR CALL FOR APPLICANTS FOR VACANT CONTRACT OF SERVICE WORKER (COSW) POSITION

Date of Release: 04 November 2024  
Reference No. PR-2024-0826-26

The Philippine Statistics Authority Eastern Samar Provincial Statistical Office need one (1) Contract of Service Worker for the construction of PSA Eastern Samar Building.

### A. Vacant Position:

**One (1) Administrative Officer II (SG 12) Php 34,998.00 inclusive of 20% Premium**

Education: **Bachelor's Degree in Engineering, Architecture or other related courses**

Experience: **One (1) year relevant experience in construction of buildings**

Training: **Eight (8) hours relevant experience**

Eligibility: **Preferably licensed Civil Engineer or Architect**

### Major Duties and Functions:

1. Assist in the planning and execution and ensuring alignment of PSA's requirements for the construction of PSA Eastern Samar Office Building;
2. Prepare Feasibility Study for the construction of PSA Eastern Samar Office Building;
3. Assist in the development and maintenance of detailed project plans, including program of works, defining project scope, tasks, timelines, and budget;
4. Prepare and process documentary requirements, including coordinating with concerned offices, government agencies, and other private entities related to meetings and other activities concerning office construction;
5. Assist in the identification, tracking, and mitigating project risks and issues, implementing contingency plans as necessary to ensure project success; and



6. Assist in the monitoring and reporting on the progress of the construction of building, providing regular updates.

**B. Posting/Filling Period:**

04 to 08 November 2024

**C. Where to File Applications and for inquiries:**

- The application letter must be addressed to:

**RONNIE A. BAJADO**

Chief Statistical Specialist

Philippine Statistics Authority

Eastern Samar Provincial Statistical Office

- Applicants may submit personally or through email below:

**J.B. Japzon Building, Brgy. Balud**

**Borongan City, Eastern Samar**

[easternsamar@psa.gov.ph](mailto:easternsamar@psa.gov.ph)

**D. Applicants are required to submit the following requirements:**

1. Application letter stating the specific position title with salary grade (SG) level, specific division/province or place of assignment as posted. An applicant may apply for a maximum of two (2) positions in the same posting period;
2. Two (2) copies 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 within the posting/filing period (refer to Guide to Filling Out of Personal Data Sheet or CSC MC No.16, s.2017);
3. WORK EXPERIENCE SHEET (CSC Form 212-as Attachment to PDS);
4. PROOF OF ELIGIBILITY (CSC, RA 1080, PD 907, etc.) (if any)
5. Photocopy of AUTHENTICATED TRANSCRIPT OF RECORDS and DIPLOMA;
6. Photocopy of CERTIFICATE/S OF TRAINING relevant to the position applied for (if applicable); and
7. Copy of CERTIFICATES OF WORK EXPERIENCE relevant to the position (for applicants with work experience).

In the event that the afore-mentioned documents will be submitted through online, they must be in PDF File. The original copies of these documents will be submitted during the interview.

***Additional instructions for strict compliance:***

1. 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;
2. 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;
3. Applications and documents submitted after the deadline **08 November 2024**, will not be considered; and
4. 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 who administered the oath on page 4, which are not compliant with the said CSC MCs; and
  - c) Incomplete attachments and/or incomplete information or signature within a particular attachment.
5. Interviews of pre-qualified applicants will be conducted on such schedule as agreed upon by the corresponding Human Resource Merit Selection Board or the concerned hiring operating unit;

Online interview may be conducted. Change of date or venue of the interview is subject to one (1) day prior notice to the concerned applicants via email or through a phone call.

6. Be informed that selected applicants for contract signing are to submit the attached Certification under Oath Against Nepotism (Attachment1).

  
**RONNIE A. BAJADO**

Chief Statistical Specialist

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