



# PRESS RELEASE

## PSA - RSSO VIII CALL FOR APPLICANTS FOR VACANT CONTRACT OF SERVICE WORKER (COSW) POSITION AT STATISTICAL OPERATIONS AND COORDINATION DIVISION (SOCD)

Date Release :14 July 2025  
Reference No.: 2025-07-0800-46

The Philippine Statistics Authority-Regional Statistical Services Office VIII (PSA-RSSO 8), Statistical Operations and Coordination Division need one (1) Contract of Service Workers for the implementation of Republic Act No. 10625, otherwise known as "Philippine Statistical Act of 2013".

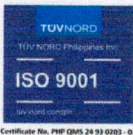
**A. List of Vacant Position:**

POSITION TITLE	SG	NO. OF VACANCIES	PLACE OF ASSIGNMENT	COMPENSATION (Salary per Month inclusive of 20% premium)	Contract Duration
Statistical Analyst	11	1	RSSO 08-SOCD	Php 34,214.40	28 July 2025 to 30 September 2025

**I. Statistical Analyst**

**a. Major Duties and Functions**

1. Assists in the controlling/monitoring of the flow and submissions of Census and CBMS questionnaires/forms and other supplies and materials, including reserves within the RSSO;
2. Attends to queries regarding 2024 Popcen-CBMS;
3. Assists the Information Systems Analyst I, Census and CBMS Area Supervisor, PSO Machine Processor in processing of Census and CBMS data submitted by field personnel;
4. Compiles circulars, memoranda, orders, rules and regulations, training materials and other papers/documents for reference;
5. Sorts, indexes, and files correspondence and other documents;
6. Assists the PopCen-CBMS focal personnel in the day-to-day operation;
7. Assists in distribution of supplies and materials, including reserves within the PSO;
8. Assist in the evaluation of worksheets for the 2024 population counts and number of households;
9. Assist in the data evaluation, validation and editing of the of the 2024 CBMS data files;
10. Prepares the 2024 PopCen-CBMS consolidated narrative reports for the data processing;
11. Assist in the Data Turn-over Ceremony (DTC) activities in the region;
12. Layout/design publications, social media cards, and IEC materials; and
13. Perform other related tasks that may be assigned by the immediate supervisor.



**b. Education**

Bachelor's degree preferably in Statistics, Mathematics, Economics, Engineering, Computer Science, Sociology or other related courses

**c. Experience**

1. Preferably with at least one (1) year demonstrated ability in data analysis and project management, data visualization and statistical surveys and has working knowledge in Office software (e.g. spreadsheet, word processing and presentation);
2. Advanced skills in MS Offices;
3. Advanced skills in design/presentation/desktop publishing tools (e.g. photoshop, InDesign, Illustrator, Canva, and the like); and
4. With good communication and technical writing skills.

**d. Training**

Preferably with eight (8) hours training on statistical methods, tools, project management, processes and/or other related field

**e. Eligibility**

Preferably with Career Service Professional/Second Level Eligibility

**B. Posting/Filing Period:**

**14 to 23 July 2025**

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

- Application is online through the link/QR Code below:

<https://bit.ly/ApplicationforVacantPosition>



**D. 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. The application letter must be addressed to;

**WILMA A. PERANTE**

Regional Director

Philippine Statistics Authority

Regional Statistical Services Office VIII

Thru: **MAE R. ALMONTE**

Chief Statistical Specialist

Statistical Operations and Coordination Division

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 **within the posting/filing period** (refer to Guide to Filling Out of Personal Data Sheet or CSC MC No. 16, s. 2017);
3. Scanned copy of **WORK EXPERIENCE SHEET** (CSC Form 212 – as Attachment to PDS);
4. **PROOF OF ELIGIBILITY** (CSC, RA 1080, PD 907, etc.) (if any)
5. Scanned copy of **AUTHENTICATED TRANSCRIPT OF RECORDS and DIPLOMA**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** relevant to the position applied for (if applicable); and
7. Scanned copy of **CERTIFICATES OF WORK EXPERIENCE** relevant to the position (for applicants with work experience).

***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 **23 July 2025**, 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),





REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

REGION VIII - EASTERN VISAYAS



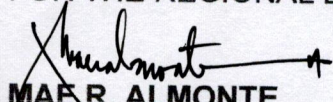
- and response to question number 34 as compliance with the rule against nepotism;
- b. Absence of other substantial entries in the PDS such as signature of the applicant on each page and **signature of the authorized person who administered the oath on the last page or not notarized**, which are not compliant with the said CSC MCs; and
  - c. Incomplete attachments and/or incomplete information or signature within a particular attachment.
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.

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

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

FOR THE REGIONAL DIRECTOR:

  
**MAE R. ALMONTE**  
(Chief Statistical Specialist)  
Officer-in-Charge

  
/RAMDO



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Regional Statistical Service Office VIII  
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