



PRESS RELEASE

CALL FOR APPLICANTS FOR VACANT REGULAR POSITION (ACCOUNTANT I)

Date of Release: 30 April 2024
Reference No. 24PR08078-18

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.

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

Accountant I (SG 12)

Qualification Standards

1. Bachelor's Degree in Commerce/Business Administration major in Accounting
2. RA 1080 (CPA) Eligibility
3. 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. Certifies availability of funds of all money claims in the concerned province;
2. Examines, verifies, and reviews purchase orders, vouchers, payrolls, and other related documents to ascertain that the documents are in conformity with the existing policies and in accordance with the accounting and auditing rules and regulations;
3. Ensures that the transactions are recorded in the books of accounts and the corresponding subsidiary ledgers are maintained to ensure that they are in balance with the control of account;
4. Prepares and certifies the correctness of special/general journals, bills, statement of accounts, trial balance, and financial statements/financial accountability reports; and
5. Gives technical advice on financial matters and prepares/reviews various financial correspondence for the signature of the head of the office.



Qualified 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, Ph.D.
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 **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** participated within the last five years 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.**

Posting/Filing Period : **30 April to 10 May 2024**

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
careers@psa.gov.ph



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, **10 May 2024**, will not be considered;
5. Any inaccurate information that affects the disqualification of the applicant to the position he/she is applying for i.e. accomplishment of Part III (Education Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L7D) Interventions/Training Programs Attended), and absence of other substantial entries such as signature of the applicant on each page and signature of the 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. Incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered; and
6. Interview of pre-qualified applicants will be conducted on such schedule as agreed upon by the members of the National/Central Office/Regional Office Human Resource Merit Promotion and Selection Board (N/CO/RO HRMPSB) at the Philippine Statistics Authority, Eton Centris Complex, EDA cor. Quezon Ave., Diliman, Quezon City.

The PSA Human Resource Merit Selection Board may conduct online interview or change the venue of the interview subject to one (1) day prior notice to the concerned applicants via email or through a phone call.


RENAVIL V. CUEVA
Chief Statistical Specialist

