



PRESS RELEASE

Hiring for Administrative Clerk I (COSW)

Date of Release: 04 October 2024

Reference No. PR-2024-0826-24

The Philippine Statistics Authority Eastern Samar Provincial Office needs **Contract of Service Workers (COSWs)** to assist in the Physical Inventory of Property, Plant and Equipment (PPE) as well as Semi-Expendable (SE) Properties for the Conduct of One-Time Cleansing.

Posting/Filing Period : **October 04, 2024 to October 08, 2024**

To ensure that the PSA will hire the most qualified applicants and that these staff members can effectively perform their duties and responsibilities during the activity, applicants are required to meet the following minimum qualifications:

One (1) Administrative Clerk I (*Php 709.09 daily rate*)

- Preferably have a Bachelor's Degree in Information Technology or any related course or at least a graduate of Senior High School;
- Preferably with experience in inventory of Property, Plant, and Equipment;
- Proficient in the use of MS Office and other Microsoft application;
- Physically fit to work (not pregnant for female applicants);
- With no existing work contract/employment; and
- With good moral character.

Major Duties and Functions

- Assists in the various administrative and clerical works such as inventory of supplies, property, plant and equipment, and records to ensure updated, complete, and accurate inventory reports;
- Assists in the documentation and compilation of QMS documents and records;
- Performs other tasks that might be assigned by the supervisors.

Qualified and interested applicants may **PERSONALLY** file their application together with the following requirements at Philippine Statistics Authority (PSA), Borongan City, Eastern Samar or email us scanned copy of requirements, in JPEG/PDF format, at easternsamar@psa.gov.ph on or before October 08, 2024



1. Scanned copy of application letter stating the specific POSITION applying for and addressed to:

RONNIE A. BAJADO
Chief Statistical Specialist
Philippine Statistics Authority
Borongan City, Eastern Samar

2. Scanned copy of Transcript of Records (TOR) or diploma;
3. Scanned copy of accomplished Personal Data Sheet or CSC Form 212 with latest passport size photo;


All qualified applicants will undergo a written examination and interview. Date of exam and interview will be announced through call or text.

INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED AND CONSIDERED.

For further inquiries please call 09451903237.

Approved for Release:

FOR THE CHIEF STATISTICAL SPECIALIST:


SUZANNE B. AMOSCO
Supervising Statistical Specialist
Officer-In-charge



Philippine Statistics Authority
Eastern Samar Provincial Statistical Office
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