



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
CEBU PROVINCIAL STATISTICAL OFFICE

**CALL FOR CENSUS AREA SUPERVISOR (CAS) APPLICANTS PER CITY  
or MUNICIPALITY IN CEBU PROVINCE (UNDER CONTRACT OF  
SERVICE WORKER)**

Posting Period: 04 May 2020 to 13 July 2020

Filing Period : 04 May 2020 to 13 July (except Saturdays, Sundays and Holidays)

Deadline of Submission: July 13; 5:00 PM

Where to File Applications: **FIRMO C. DIPUTADO**

Chief Statistical Specialist

Philippine Statistics Authority- Cebu PSO

2/F Martina Sugbo Center, P.Burgos St., Cebu City

Telephone nos. (032) 412-1337 & 255-8573

Position Title : **CENSUS AREA SUPERVISOR (CAS)**

Place of Assignment: in every City/Municipality

No of Vacancies : *To be determined later*

Duration of Contract: 03 August 2020 to 31 October 2020

Minimum Qualifications:

- a. must be a college graduate;
- b. resident of the assigned city/municipality;
- c. preferably with experience in census/survey undertaking;
- d. preferably with supervisory background in census, survey or similar operations;
- f. with legible handwriting (preferably in printed capital letters);

- g. physically fit and able (if female, must not be pregnant);
- h. with good moral character; and
- i. willing to work on Saturdays or Sundays, holidays and beyond 5:00 p.m. if necessary.
- J. **Barangay Officials are not included as applicants to the positions.**

#### Job Description:

The Census Area Supervisors (CAS) helps in the coordination with local government agencies and local executives regarding the efficient conduct of the census in his/her assigned area, in carrying out the smooth flow of the census operation in their assigned city or municipality.

Applicants are required to submit the following:

1. Application letter stating the specific position title and specific city/municipality of assignment;
2. Three (3) original copies of duly accomplished Personal Data Sheet (Civil Service Commission Form No. 212, revised 2017) with 1 ½" x 1 ½" recent Identification (ID) picture;
3. Photocopy of authenticated Eligibility (CSC, CESB, RA 1080, PRC, PD 907), if applicable;
4. Photocopy of Transcript of Records/Diploma/Certification of Highest Grade/Year Completed;
5. Photocopy of Certificate/s of Training, if any; and
6. Certificate of Experience relevant to the position, if any.

Additional instructions for strict compliance:

1. All applicants are required to submit their application addressed to:

**FIRMO C. DIPUTADO**

Chief Statistical Specialist

Philippine Statistics Authority- Cebu PSO

2/F Martina Sugbo Center, P. Burgos St., Cebu City

2. Applicants may submit personally or through courier.
3. Electronic filing of applications (through Email, Facebook, Messenger) **will not be accepted.**
4. Applicants who sent application and documents through courier must follow up receipt at the provincial office, within three (3) calendar days from sending thereof.
5. Applicant and documents submitted after the deadline on 20 March 2020 at 5:00 PM will not be accepted.
6. All applicants will undergo a written examination. Applicants who have passed the written examination will be scheduled for an interview to assess their capability to withstand the rigors of the job, test their skills, and assess their overall personality.
7. Once accepted, the following shall be required before assumption of duty.

Requirement	Copy
Police Clearance and/or National Bureau of Investigation (NBI) Clearance, preferably issued within the past six months prior to hiring	1 photocopy (original copy to be shown)
Picture (1 ½" x 1 ½") for ID card, recommended to be taken by the PSO	1 copy
2020 Community Tax Certificate with Tax Identification Number (TIN)/government-issued ID	1 photocopy (original copy to be shown)
Tax exemption certificate from the Bureau of Internal Revenue (BIR)	1 photocopy (original copy to be shown)
Medical Certificate (x-ray result and/ or Certification of Fit to Work issued by a government hospital)	1 photocopy (original copy to be shown)
Insurance Certificate (if available) *	1 photocopy (original copy to be shown)
PhilHealth Membership ID (if available) *	1 photocopy (original copy to be shown)

Approved:

(SGD.) **JUANILLA R. PREMNE**

Supervising Statistical Specialist

*for*

**FIRMO C. DIPUTADO**

Chief Statistical Specialist

Attachments:

Attachment	Size
 <a href="#">CS Form No. 212 revised Personal Data Sheet.xlsx</a>	88.24 KB
 <a href="#">CS Form No. 212 Attachment - revised Guide to Filling Up the Personal Data Sheet.doc</a>	55 KB