



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

CEBU PROVINCIAL STATISTICAL OFFICE

CALL FOR **STATISTICAL RESEARCHER/ ENUMERATOR 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 : **STATISTICAL RESEARCHER (SR)**

Place of Assignment: in every City/Municipality

No of Vacancies : *To be determined later*

Duration of Contract : 10 August 2020 to 31 October 2020

Minimum Qualifications:

- a. preferably a colleges graduate, or has a completed at least second year college or **Senior High School (SHS) graduate (For an SHS graduate 15 to 17 years old, parental consent is required);**
- b. preferably with experience and training in census/survey undertakings of the PSA.
- c. with legible handwriting (preferably in printed capital letters);
- d. physically fit and able (if female, must not be pregnant);

- e. with legible handwriting (preferably in printed capital letters);
- f. with good moral character;
- g. preferably a resident of the barangay or municipality; and
- h. willing to work on Saturdays or Sundays, holidays and beyond 5:00 p.m. if necessary.
- i. with no existing work contract with other offices/agencies.
- j. **Barangay Officials are not included as applicants to the positions.**

Job Description:

The Statistical Researcher (SR)/Enumerator preferably knows how to use android mobile devices (tablet, smartphone) for CAPI areas;

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
 CS Form No. 212 revised Personal Data Sheet.xlsx	88.24 KB
 CS Form No. 212 Attachment - revised Guide to Filling Up the Personal Data Sheet.doc	55 KB