



WE ARE HIRING!

Position: Statistical Aide I

No. of vacancy: 1

Salary Grade : 06 (P 16,200.00) plus 20% premium

Place of assignment: PSA RSSO II-SOCD /Statistical Planning, Coordination, Frameworks and Indicators Unit (SPCFISU)

Status of Employment: Contract of Service Worker (COSW)

Contract Duration: September 16, 2022 to December 31, 2022

Qualifications:

- Bachelor's Degree preferably in Statistics, Mathematics, Economics, and Engineering
- Preferably with CS Professional/Second Level Eligibility or its equivalent
- Proficient in MS Office (Word, Excel, PowerPoint, Access)
- Excellent technical writing skill
- Physically fit and able

Major Duties and Responsibilities:

a. Provide clerical and administrative support and functions in the reproduction of official communications and letter of invitations in relation to:

a.1. the conduct of Regional Statistics Committee (RSC) meetings, dissemination fora, trainings and other official gatherings initiated and conducted by the SPCFISU;

a.2. request of data to Regional Line Agencies (RLAs), Local Government Units (LGUs), academe, private entities/establishments and other stakeholders/data sources for the estimation of Gross Regional Domestic Product (GRDP)/Gross Regional Domestic Expenditure (GRDE), and preparation of Regional Statistical Development Program (RSDP), Regional Social and Economic Trends (RSET) and other statistical publication of the office;





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REGION II - CAGAYAN VALLEY

- b. Provide administrative support in ensuring timely provision of requested information from the RLAs, LGUs, academe, private entities/establishments and other stakeholders/data sources for the estimation of GRDP/GRDE and preparation of RSDP, RSET and other statistical publication of the office;
- c. Assist in the drafting and layout of statistical publications, infographics, brochures and data hand-outs such RSDP, RSET, GRDP/GRDE and other statistical publications of the unit.

Applicants are required to submit the following:

1. Application letter stating the specific position title, salary grade and place of assignment being applied for;
2. Fully accomplished Personal Data Sheet (CSC Form 2021, Revised 2017) with recent passport-size picture with Work Experience Sheet
3. Transcript of Records and Diploma or Certification of Graduation for new graduates;
4. Authenticated certificate of eligibility;

Submit your application letter together with all the requirements at PSA RSSO II, Dalan na Pappabalo, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan or through E-mail address psa_rss02@yahoo.com.ph on or before August 27, 2022 and addressed to:

MARILYN T. ESTRADA
Regional Director

Thru:

GIRME M. BAYUCAN
Chief Statistical Specialist
Civil Registration and Support Division (CRASD)

For further inquiries, please contact Ms. Richelle O. Anog at CP # 09178991890.

Approved by:

MARILYN T. ESTRADA
Regional Director



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