



**NOTICE OF VACANCY**  
(Contract of Service Worker)

**Date of Posting:** 12 June 2024

**Position:** ONE (1) COSW-STATISTICAL CLERK

**Duration:** 01 July 2024 – 30 September 2024

**Wage:** Php 797.86/day plus 20% premium for 8 hours of work

**Area of Assignment:** PSA RSSO XI - SOCD

**Deadline of Submission:** 21 June 2024, 5:00 PM

**Qualifications:**

- Graduate of any Bachelor's Degree in Statistics, Mathematics, Engineering, Economics and other related courses;
- Preferably with Civil Service Professional Eligibility;
- With good written and oral communication skills;
- Does not have any existing work contract with other office/agency;
- Has working knowledge in Office software (e.g. spreadsheet, word processing and presentation);
- Has knowledge in data processing (e.g. data consistency check/data cleaning), correcting errors, researching and resolving issues related to data processing problems; and
- Preferably with training in line of work.

**Requirements:**

- Incomplete requirements will not be entertained.
- Requirements must be submitted in one (1) PDF file.
- Application letter addressed to:  
**RANDOLPH ANTHONY B. GALES**  
(Chief Statistical Specialist)  
Officer-in-Charge  
Philippine Statistics Authority  
Regional Statistical Services Office XI
- Personal Data Sheet with latest passport sized ID picture;
- Diploma & Transcript of Records;
- Certificate of Employment if any;
- Certificate of Training if any;
- Copy of Eligibility if applicable.

Kindly submit the afore-mentioned documents through email, in PDF file at [psaxisocd.applicants@gmail.com](mailto:psaxisocd.applicants@gmail.com). Your email should have the subject format:

**SOCD Statistical Clerk Application\_Lastname, Firstname**

The original copies of these documents will be presented upon the interview.

Approved by:

  
**RANDOLPH ANTHONY B. GALES**  
OIC-Regional Director

  
CPD/STS

