



NOTICE OF VACANCY
(Contract of Service Worker)

Date of Posting: 06 March 2024

Position: COSW-Clerk

Area of Assignment: Philippine Statistics Authority RSSO XI - CRASD
Ango Building, Cabaguio Avenue, Davao City, Philippines

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

Deadline of Submission: 15 March 2024

Qualifications:

- At least College Level;
- Preferably with Civil Service Eligibility;
- With good written and oral communication skills;
- Does not have any existing work contract with another office/agency;
- Has working knowledge in Microsoft Office Software;
- With at least six (6) months related experience in Administrative and Clerical tasks;
- Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.

This office highly encourages all interested and qualified applicants, including persons with disabilities (PWD), members of indigenous communities, and those with diverse Sexual Orientation, Gender Identity, and Expression (SOGIE), to apply for the above vacant position.

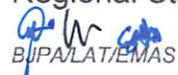
Requirements:

1. Incomplete requirements will not be entertained.
 2. Requirements must be submitted in One (1) PDF File.
- Application letter addressed to:
RANDOLPH ANTHONY B. GALES
(Chief Statistical Officer)
Officer-in-Charge
Regional Statistical Services Office 11
Ango, Building Cabaguio Avenue., Davao City
 - Personal Data Sheet with latest passport sized ID Picture;
 - Copy of Diploma & Transcript of Records if applicable;
 - Certificate of Employment if any;
 - Certificate of Trainings if any;
 - Copy of Eligibility if Applicable

Kindly submit the afore-mentioned documents through email. In PDF file at rso11crasd@psa.gov.ph. Your email should have the subject format: COSW-Clerk_<Lastname, Firstname>. The original copies of these documents will be presented upon request of the reviewer.

Approved by:


RANDOLPH ANTHONY B. GALES
(Chief Statistical Specialist)
Officer-in-Charge
Regional Statistical Services Office


BJPA/LAT/EMAS



Management System
ISO 9001:2015

