



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

**Date of Posting:** 01 March 2024

**Position:** One (1) Accounting 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:** 08 March 2024

**Qualifications:**

- Graduate of Bachelor's Degree preferably in Accountancy, Financial Management, and other related courses;
- 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;
- Willing to work on weekends, holidays and beyond 5:00PM, if necessary;
- Not related up to the third degree of consanguinity or affinity of the appointing/recommending officers and direct/immediate supervisors.

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

**Requirements:**

- 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](mailto:rso11crasd@psa.gov.ph). Your email should have the subject format: Accounting Clerk Application\_ <Lastname, Firstname>. The original copies of these documents will be presented upon the review.

Approved by:

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

  
B. PALATEMAS



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