



**CALL FOR APPLICANTS FOR CONTRACT OF  
SERVICE WORKERS (COSWs) FOR PHILSYS REGISTRY  
OFFICE – REGISTRATION OPERATIONS SERVICE – ID PROCESSING  
AND MANAGEMENT DIVISION (PRO-ROS-IDPMD)**

- Posting/Filing Period : 04 SEP 2023 to 14 SEP 2023
- Where to File Applications : Applications are online:  
Please check our website at  
<https://hris.psa.gov.ph/CareerPortal>
- Please register your PSA Applicant  
Portal Account at  
<https://hris.psa.gov.ph/RegisterApplicant>
- For inquiries : Telephone no. (02) 83748260  
Email the Secretariat at  
[careers@psa.gov.ph](mailto:careers@psa.gov.ph)

Applicants are required to submit the following:

1. Scanned copy of signed **APPLICATION LETTER** stating the **specific position title** with **salary grade** (SG) level and **specific place of assignment** as posted. An applicant may apply for a maximum of two (2) positions in the same posting period; The application letter must be addressed to:  
  
Claire Dennis S. Mapa, PhD  
Undersecretary  
National Statistician and Civil Registrar General
2. Scanned copy of duly accomplished **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017), wet signed, and duly subscribed and sworn to before an authorized administering officer **within the posting/filing period** (refer to Guide to Filling Out the Personal Data Sheet or CSC MC No. 16, s. 2017);
3. Scanned copy of signed **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS)(if applicable);



Management System  
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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

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4. Scanned copy of **AUTHENTICATED ELIGIBILITY** (CSC, RA 1080, PD 907, etc.) (if any);
5. Scanned copy of **TRANSCRIPT OF RECORDS** and **DIPLOMA**;
6. Scanned copy of **CERTIFICATE/S OF TRAINING** relevant to the position applied for (if applicable); and
7. Scanned copy of **CERTIFICATES OF WORK EXPERIENCE** relevant to the position (for applicants with work experience).

***Additional instructions for strict compliance:***

1. The PSA reserves the right to suspend or terminate hiring process for qualified reasons or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s;
2. Applicants must present the original copy of the documents/attachments to the Secretariat before the interview. In case the interview is online or via video conference platform and it is difficult for the candidate to appear before the Secretariat, the presentation of original documents for verification of authenticities are subject to instruction of the Secretariat appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification;
3. Applications and documents submitted after the deadline, 14 SEP 2023, will not be considered.
4. Any inaccurate information that affects the qualification of the applicant to the position he/she is applying for, i.e., accomplishment of Part III (Educational Background), Part IV (Civil Service Eligibility), Part V (Work Experience), and Part VII (Learning and Development (L&D) Interventions/Training Programs Attended), and absence of other substantial entries such as signature of the applicant on each page and signature of the authorized person to administer the oath on page 4, which are not compliant with the said CSC MCs shall be grounds for exclusion from the recruitment process. Incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered; and

Reference No.23FAS02-POV-08-33

Subject: Call for Applicants for Contract of Service Workers (COSWs) for PhilSys Registry Office – Registration Operations Service – ID Processing and Management Division (PRO-ROS-IDPMD)

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5. Interviews of pre-qualified applicants will be conducted at the PSA Central Office located at Eton Centris Complex, EDSA cor. Quezon Ave., Diliman, Quezon City.

The PSA Human Resource Merit Selection Board may conduct online interview or may change the venue of the interview subject to one (1) day prior notice to the concerned applicants via email or through a phone call.

Approved:



**CLAIRE DENNIS S. MAPA, PhD**  
Undersecretary  
National Statistician and Civil Registrar General