



## **WE'RE HIRING! CONTRACT OF SERVICE PERSONNEL**

Job seekers are advised to submit applications through the official links found at <https://philisa.gov.ph/careers-directory/> and on PhilSA social media pages. Please be informed that PhilSA posts job vacancies only on its Facebook, Twitter, and LinkedIn accounts, website ([philisa.gov.ph](https://philisa.gov.ph)), and the Civil Service Commission (CSC) portal. All data submitted to PhilSA will be processed in accordance with the Data Privacy Act of 2012.

For application-related inquiries, kindly send an email to [careers@philisa.gov.ph](mailto:careers@philisa.gov.ph); for internships/OJT-related inquiries, please send an email to [internships@philisa.gov.ph](mailto:internships@philisa.gov.ph).

If you're looking to #JoinTheMission by working at PhilSA while staying safe online, please follow the instructions on how to apply.

### **Requirements for all positions:**

Interested and qualified applicants are requested to prepare the following documents and build their PhilSA Application Profile online for each unique position title:

1. Letter of intent addressed to:  
**JOEL JOSEPH S. MARCIANO, JR. Ph.D.**  
*Director General*
2. Updated and Notarized Personal Data Sheet
  - 2a) CSC Form 212 (Revised 2017)
  - 2b) Work Experience Sheet
3. Scholastic Records
  - 3a) Diploma and/or
  - 3b) Transcript of Records
4. Certificate of Eligibility/Copy of License (if applicable)
5. Employment certificate/s (if applicable)

### **Important reminders:**

- a) All qualified applicants will receive consideration for employment without regard to age, disability, ethnicity, gender, gender identity or expression, sexual orientation, civil status, pregnancy, or religion and other personal attributes of the individual.
- b) Applications with incomplete documentary requirements shall not be processed.
- c) Position title must be indicated in the letter of intent.
- d) Only applications sent through the appropriate Google Form shall be processed. QR codes and links to Google Form can be found at the bottom of the description of each vacant position.
- e) Only qualified applicants will be shortlisted and contacted.

**Deadline of Application: 16 November 2023**

**Place of Assignment: Quezon City**