



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 22R0410-1876

**ADVISORY**

FOR : ALL CONCERNED PSA-FUNDED MUNICIPALITIES

SUBJECT : Advisory on the Hiring and Recruitment for 2022 Community Based Monitoring System Roll out

DATE : June 7, 2022

The Philippine Statistics Authority (PSA), in partnership with the concerned Local Government Units (LGUs) will conduct the 2022 Community-Based Monitoring System (CBMS) this July. Selected PSA regional and provincial offices covering LGUs that are to be funded by PSA and/or LGUs that have submitted complete documentary requirements and evaluated to have full capacity to undertake CBMS should recruit and hire Contract of Service Workers (COSWs).

This advisory aims to provide information which may refer to for the hiring and recruitment process, manpower requirements and their minimum qualification standards, as well as other related details that are deemed essential in the CBMS implementation. To support the timely delivery of quality outputs by the Field Offices, below are the COSW positions to be hired and their minimum qualification standards:

**1. Enumerator (EN)**

- At least SHS graduate, or have completed 2<sup>nd</sup> year college (old curriculum)
- For a SHS graduate below 17 years old, parental consent is required.
- Physically fit to do field work (if female, must not be pregnant)
- Knowledgeable in operating android devices (tablets)
- Able to speak local dialect
- With ability to deal with the public tactfully
- With good moral character
- Preferably living within the area of assignment

**2. Team Supervisor**

Shall be selected among the ENs with the following criteria:

- Scores in training exercises;
- Peer evaluation;
- Evaluation of PSA provincial focal person/CSS in the PSO;
- Classroom participation and punctuality during the training of ENs;
- Work and training experiences.



Reference No. [reference#]

Subject: Invitation to the Orientation on the 2022 Community-Based Monitoring System Barangay Profile Questionnaire

Date: [date]

## 6. CBMS Area Supervisor (CAS)

In addition to the minimum and preferred qualifications for ENs, the HCAS/CAS shall have the following qualities:

- Leadership potential;
- Alertness and interest;
- With good written and oral communication skills;
- With enough familiarity of place of assignment and able to speak the
- With experience in any census/survey undertakings; and preferably with supervisory experience in census/survey or similar operations.

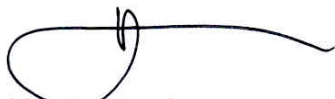
Applicants who have accepted the position will be informed on the schedule of the operational training. Likewise, they will be asked to submit the following requirements:

- Duly accomplished CS Form 212 (Personal Data Sheet)
- Passport Size Picture, for ID card
- Police Clearance or NBI Clearance
- Medical Certificate (fit to work)
- Transcript of Records/Diploma/Certification of Highest Grade/Year Completed Certificate of Employment and Trainings (if any)

A service contract shall be executed between PSA and the hired personnel for PSA-funded CBMS, and between hired personnel and LGU for LGU-funded CBMS. This shall be done during the first day of operational training. Likewise, an Oath of Data privacy by the hired personnel shall be duly notarized with the service contract.

Therefore, all PSA Funded Municipalities may start selection and recruitment of enumerators starting June 7, 2022. Below are the number of enumerators to be hired per Municipality:

Balete, Batangas	:	37 enumerators
San Nicolas, Batangas	:	32 enumerators
Sta. Teresita, Batangas	:	27 enumerators
Tingloy, Batangas	:	41 enumerators

  
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