

QUALIFICATIONS OF CENSUS PERSONNEL TO BE HIRED/DESIGNATED

To ensure that the PSA can employ the most qualified applicants for the 2015 POPCEN, and that the hired personnel can properly perform the duties and responsibilities that will be assigned to them, the following are the minimum qualifications that they shall satisfy:

For ENUMERATION:

1. ENUMERATOR (EN)

- Preferably college graduate, or has completed at least second year college in the absence of applicants who are college graduates;
- Preferably not more than 50 years old
- With legible handwriting (preferably in printed capital letters);
- Able to speak the local dialect;
- Physically fit for field work (if female, must not be pregnant);
- With good moral character;
- With pleasing personality and ability to deal with the public tactfully;
- Preferably a resident of the barangay/enumeration area or city/municipality;
- Willing to be assigned in any barangay;
- Willing to work of Saturdays, Sundays, holidays and beyond 5:00pm, if necessary;
- Preferably with mobile cellular phone;
- Preferably with experience in statistical surveys/censuses conducted by the PSA or other statistical institutions/agencies; and
- With no existing work contract with other offices/agencies.

2. TEAM SUPERVISOR (TS)

The selection of TSs from among the ENs shall be done by the trainers and the IPSO at the end of the Fourth Level Training. The selection shall be based on the following criteria:

- Scores in exercises

- Classroom participation
- Educational qualification
- Experience
- Peer Evaluation

3. CENSUS AREA SUPERVISOR (CAS)

- Must be a college graduate;
- Preferably not more than 50 years old
- With legible handwriting (preferably in printed capital letters);
- Able to speak the local dialect;
- Physically fit for field work (if female, must not be pregnant);
- With good moral character;
- With pleasing personality and ability to deal with the public tactfully;
- Preferably a resident of the city/municipality;
- Willing to be assigned in any barangay;
- Willing to work on Saturdays, Sundays, holidays and beyond 5:00pm, if necessary;
- Preferably with mobile cellular phone;
- Preferably with experience in statistical surveys/censuses conducted by the PSA or other statistical institutions/agencies;
- Preferably with supervisory background in census, survey or similar operations, and
- With no existing work contract with other offices/agencies.

The CAS who will be selected from among the qualified applicants may be required to attend the Third Level Training for Enumeration and consequently tapped as trainer during the Fourth Level Training.

4. DISTRICT OFFICE CLERK (DO CLERK)

- Must be a college graduate;
- With experience in office and field work;
- Computer literate, with knowledge in word processor and spreadsheet software;
- Physically fit and able (if female, must not be pregnant)
- With good moral character;
- With pleasing personality; and
- Willing to render overtime service, if necessary.

For PROVINCIAL OFFICE PERSONNEL

1. ASSISTANT STATISTICIAN

- Must be a college graduate, preferably a graduate of Statistics, Mathematics, Economics, Engineering, Computer Science or other related courses;
- Preferably with experience and training in census/survey undertaking;
- Computer literate, with knowledge in word processor and spreadsheet software;
- Physically fit and able (if female, must not be pregnant);
- With good moral character;
- With pleasing personality and
- Willing to render overtime service, if necessary.

2. PROVINCIAL OFFICE (PO) CLERK

- Must be a college graduate;
- Must have basic knowledge in accounting;
- With experience in office work;
- Computer literate, with knowledge in word processor and spreadsheet software;
- Physically fit and able (if female, must not be pregnant)

- With good moral character;
- With pleasing personality and
- Willing to render overtime service, if necessary.

3. RECEIPT AND CONTROL CLERK (RCC)

- Must be a college graduate;
- Computer literate, with knowledge in word processor and spreadsheet software;
- Physically fit and able (if female, must not be pregnant)
- With good moral character;
- With pleasing personality and
- Willing to render overtime service, if necessary.

4. UTILITY WORKER (UW)

- At least a high school graduate;
- Physically fit and able;
- Preferably male;
- With good moral character;
- With pleasing personality; and
- Willing to render overtime service, if necessary