

Position Title : **One (1) Administrative Staff**

Place of Assignment : Continuing Professional Development Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Education – Graduate of at least four (4) year-course from a University or College duly recognized by the Commission on Higher Education
- Eligibility – Holder of a Career Service (Professional) Second Level Eligibility
- Experience – With one (1) year relevant experience in office work, preferably secretariat; and
- Competency – Proficient in MS Excel, Word, and PowerPoint;
With good communication skills and proficient in writing

Job Description

1. Provides technical, administrative and operational support to the Continuing Professional Development (CPD) Councils and the Professional Regulatory Boards in the implementation of the CPD Program;
2. Assists the CPD Councils during their consultations and/or orientation to their stakeholders;
3. Encodes the approved CPD providers and programs in the database;
4. Emails the approved application for credit units under Self-Directed Learning modality;
5. Prints the Certificates of Accreditation;
6. Prepares the Certificate of Compliance for professionals applying under ASEAN Mutual Recognition Agreements;
7. Prepares letter reply to CPD queries whether addressed to the CPD Council or to the Commission; and
8. Perform such other activities relevant and necessary in the implementation of the CPD Program.

Salary

- Equivalent to SG 11 or Php 25,439.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN
6. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **29 July 2022** to:

KRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com