

**Position Title** : Two (2) 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](http://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 **17 March 2022** to:

**KRISTINE S. LABAO**

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