

Title of the Project : **PHILIPPINE'S HOSTING OF INTERNATIONAL CONFERENCES**

Place of Assignment : International Affairs Office  
PRC-PICC Office  
Delegation Bldg., Philippine International Convention Center (PICC),  
Vicente Sotto St., Pasay, Metro Manila

**Two (2) PROFESSIONAL REGULATIONS OFFICER I (Administrative Officer)**

Job Description:

1. Prepare communications, letters and other documents in relation to the conduct of the international conferences;
2. Arrange/coordinate meetings of the delegates at regular intervals including logistics;
3. Provide secretariat functions to the meetings (i.e organizing, preparing and circulating meeting documents providing advice and support);
4. Manage correspondence, mails, telephone and email inquiries;
5. Coordinate/collaborate with government agencies and international organizations;
6. Prepare budgetary proposals, process payments, and liquidate cash advances; and
7. Perform other functions that may be assigned by the Office/Committee.

Salary

- Equivalent to Salary Grade 11- Php22,316.00

Qualifications

- Bachelor's degree
- Excellent oral and written communication skills
- Computer literate
- Preferably with relevant experience

Mode of Employment

- Job Order

Place of Assignment : International Affairs Office  
PRC-PICC Office  
Delegation Bldg., Philippine International Convention  
Center (PICC), Vicente Sotto St., Pasay, Metro Manila

**Two (2) ADMINISTRATIVE OFFICER V (Technical Officer)**

Job Description:

1. Prepare briefing materials, talking points, position papers, and other technical documents for the Commission and the Professional Regulatory Boards related to international relations/international trade;
2. Draft policies, positions, agreements for the regulated professions;
3. Conduct researches particularly on regulations/policies affecting services and the practice of professions;
4. Analyze/interpret/review legislations, recommendations, country offers, measures and commitments on professional services under relevant international agreements/arrangements; and
5. Perform other related functions

Salary

- Equivalent to Salary Grade 18 – Php 42,159.00

Skills and Qualifications

- Excellent research and project development skills
- Knowledgeable on international relation/international trade studies
- Strong interpersonal, communication, and assessment skills
- Analytical, problem-solving, and conflict resolution skills
- Organizational and time management skills
- Exceptional professionalism and strong work ethic

Preferably

- Bachelor of Law or Masters degree with minor or specialization in foreign service/international relation/international trade or its equivalent
- Preferably with experience in foreign relation

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. Photocopy of eligibility/license
6. TIN

Qualified applicants are advised to hand in or send through courier/email their application to:

KHRISTINE S. LABAO  
Administrative Officer V (HRMO III)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
[prc.rspshr@gmail.com](mailto:prc.rspshr@gmail.com)