

**Title of the Project** : Philippine Hosting of International Conferences

**Place of Assignment** : International Affairs Office - IDD  
PRC-PICC Office  
3/F Delegation Bldg., Philippine International Convention Center  
Vicente Sotto St., Pasay City, Metro Manila

**ONE (1) PROFESSIONAL REGULATIONS OFFICER I (ADMINISTRATIVE OFFICER)**

**Job Description**

1. Prepare communications, letters, creative materials and other documents in relation to the conduct of the international conferences;
2. Coordinate with the proponents and delegates relative to the details and other information on the conduct of the international conferences;
3. Provide secretariat functions to preparatory and coordination meetings including arrangement of meetings, preparation and circulation of meeting materials, and other necessary documents and actions for the meeting;
4. Manage correspondence, mails, and email and telephone inquiries;
5. Coordinate/collaborate with government agencies, international organizations, and other relevant organizations;
6. Prepare and undertake necessary coordination with concerned offices on budgetary proposals, process payments and liquidate cash advances;
7. Make canvass and gather proposals/quotations, prepare of Terms of Reference and Market Analysis, and other required documents for procurement; and
8. Perform other functions that may be assigned by the Office/Committee/proponent.

**Salary**

- Equivalent to Salary Grade 11 – P23,877.00/month

**Qualifications**

- Bachelor's degree in Communications, Public Administration, International Studies, or other related fields
- Excellent oral and written communication skills, innovative, flexible, result-oriented and proactive by presenting sample works
- Proficiency in the use of digital/computer software, i.e., MS Office, Canva, etc.
- Preferably with knowledge on basic graphic layout, design and generation of creative materials
- Preferably with relevant experience

**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

Qualified applicants are advised to email their application not later than **18 May 2021** to:

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

Place of Assignment : **International Affairs Office - ICND**  
PRC-PICC Office  
3/F Delegation Bldg., Philippine International Convention Center  
Vicente Sotto St., Pasay City, Metro Manila

**ONE (1) Legal Assistant**

**Job Description**

1. Prepare/ conduct research particularly on regulations/ policies affecting services and the practice of professions; and analyses/ interprets/ reviews legislations,
2. Prepare briefing materials, talking points, position papers, and other technical documents for the Commission and the Professional Regulatory Boards related to international relations/trade including drafting of policies, positions, and agreement.
3. Perform other functions that may be assigned by the Commission or Supervisor.

**Salary**

- Equivalent to SG 14 with 20% top-up or P36,958.00/month

**Qualifications**

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

**Mode of Employment**

- Job Order

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