

Project Title : Computer Based Licensure Examination  
Place of Assignment : Licensure Office  
Professional Regulation Commission  
P. Paredes St. Sampaloc, Manila

### **One (1) Logistic Officer**

#### Job Description:

1. Review the reports on Financial, Logistical and Administrative pre and post conduct of examinations;
2. Assist in the preparation of reports on the conduct of examination, with policy/program/procedural recommendations, as well as the accomplishment and other reports of the division;
3. Assist in initiatives to review, revise, and update standards and processes for licensure examinations;
4. Coordinate with the ICT Office in the operation of CBLE;
5. Assist the ICT research on issues concerning CBLE;
6. Prepare correspondence, resolutions, orders, agreements, and such other necessary documents;
7. Manage correspondence, mails, telephone and email inquiries;
8. Coordinate/collaborate with government agencies; and
9. Perform other related functions.

#### Salary

- Equivalent to Salary Grade 19 – Php 46,791.00

#### Qualifications

- Bachelor's degree
- Excellent in communication and writing skills
- Computer literate
- Research skills
- Preferably with experience

#### Duration

- 6 months

#### Mode of Employment

- Job Order (Project-Based)

#### **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 not later than **28 December 2020** to:

KHRISTINE S. LABAO  
Administrative Officer V (HRMO III)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
[hrdd.recruitment@prc.gov.ph](mailto:hrdd.recruitment@prc.gov.ph)