

**International Affairs Office**  
Office of the Director

**One (1) Administrative Officer**

**Job Description:**

1. Maintains and updates all records/documents and ensured that are properly accounted;
2. Records, manages, and maintains the Office's calendar of activities on a monthly basis;
3. Drafts required notice of meeting, office order and memorandum concerning Office's matters and submitted within prescribed time;
4. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
5. Attends/Renders full administrative and technical support various meetings concerning the Office of the Director;
6. Performs other related functions, as may be assigned by the Director.

**Salary**

- Equivalent to Salary Grade 8

**Qualifications**

- Bachelor's degree
- Computer literate
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing Proactive, detail oriented
- Must have strong organizational and multi-tasking skills

**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 send through email their application not later than **29 September 2022** 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)

Office Order - Temporary Reassignment (Ms. KARLYN MAE M. BAYAN & Ms. ANDREA MAY G. DE CHAVEZ)

11 messages

PRC Human Resource Development Division <hrdd@prc.gov.ph>  
To: Arjay Rosales <arjay.rosales@prc.gov.ph>

Tue, Jul 12, 2022 at 3:09 PM

Dear Sir,

Respectfully forwarding the Office Order - Temporary Reassignment (Ms. KARLYN MAE M. BAYAN & Ms. ANDREA MAY G. DE CHAVEZ) for approval.

Thank you.

----- Forwarded message -----

From: **PRC International Affairs Office** <iao@prc.gov.ph>  
Date: Mon, Jul 11, 2022 at 4:40 PM  
Subject: Fwd: [FOR CONSIDERATION] REASSIGNMENT AND ADDITIONAL JOB ORDER FOR IAO-OD  
To: PRC Human Resource Development Division <hrdd@prc.gov.ph>

Dear Sir/Ma'am:

Respectfully sending you a copy of the approval of CTSP on the office request for the reassignment of Ms. Karlyn Mae M. Bayan and Ms. Andrea May De Chavez, for your office information and action deemed necessary, please. Will forward the revised ppmp modification, qualification and SG rate for the additional manpower for the IAO-OD once finalized. Thank you.

----- Forwarded message -----

From: **PRC Chairman Teofilo S. Pilando, Jr.** <chairman.tsp@prc.gov.ph>  
Date: Mon, Jul 11, 2022 at 2:52 PM  
Subject: Fwd: [FOR CONSIDERATION] REASSIGNMENT AND ADDITIONAL JOB ORDER FOR IAO-OD  
To: PRC International Affairs Office <iao@prc.gov.ph>

Dear IAO:

Please see below the remarks of the Chairman:

**Approved. For A/A**

1. Hiring of JO until replacement of K. Bayan (who shall assume her new position in IDD) is appointed
2. Temporary assignment of A. De Chavez (promoted to RO IVB) to IDD until after the ASEAN CCS or the appointment of her replacement, whichever comes earlier

As to the proposed salary grade for the additional manpower, per Chairman's verbal instruction, it should be **SG 8**. Thank you.

Respectfully,  
Yvette

----- Forwarded message -----

From: **PRC Chairman Teofilo S. Pilando, Jr.** <chairman.tsp@prc.gov.ph>  
Date: Wed, Jul 6, 2022 at 9:30 AM  
Subject: Re: [FOR CONSIDERATION] REASSIGNMENT AND ADDITIONAL JOB ORDER FOR IAO-OD

Sir, pending the approval of the request, OCH inquired about the proposed Salary Grade of the job order as the same was not mentioned in the request. A draft publication was sent and per said draft publication, the proposed salary grade is 11 but the salary grade for Administrative Assistant II is SG 8. For instruction on the proposed salary grade Sir. Thank you.

-YM

On Tue, Jul 5, 2022 at 4:17 PM TEOFILO S. PILANDO, JR. wrote:  
Approved. For A/A  
1. Hiring of JO until replacement of K. Bayan (who shall assume her new position in IDD) is appointed  
2. Temporary assignment of A. De Chavez (promoted to RO IVB) to IDD until after the ASEAN CCS or the appointment of her replacement, whichever comes earlier

On Tue, Jun 28, 2022 at 7:19 AM PRC Chairman Teofilo S. Pilando, Jr. <chairman.tsp@prc.gov.ph> wrote:  
Sir:

Respectfully forwarding the two memos from IAO on the following:

**1. REQUEST FOR TEMPORARY REASSIGNMENT AND JOB ORDER WORKER FOR THE OFFICE OF THE DIRECTOR**

Per request, IAO is requesting the following:

- a. reassignment to the IAO - Office of the Director of Ms. Karlyn Mae Bayan. Ms. Bayan was recently promoted to PRO III of IAO-IDD.
- b. engagement of a job order.

**2. REQUEST FOR TEMPORARY REASSIGNMENT OF MS. ANDREA MAY G. DE CHAVEZ TO THE INTERNATIONAL DEVELOPMENT DIVISION (IDD)**

Per request, IAO is seeking clearance for the temporary reassignment to the IDD of Ms. De Chavez who was recently promoted to Supervising PRO of IV-MIMAROPA.

Also attached are the following:

1. Summary of activities under the International Commitments Fund for FY 2022.
2. Staffing Pattern of IAO - Office of the Director and IAO-IDD.

For consideration, please. Thank you.

-YM

----- Forwarded message -----

From: **PRC International Affairs Office** <iao@prc.gov.ph>  
Date: Fri, Jun 24, 2022 at 10:09 PM