

Position Title : Planning Officer I

Place of Assignment : Monitoring and Evaluation Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Bachelor's degree relevant to the job

Experience : None required

Training : None required

Eligibility : Career Service (Professional) Second
Level Eligibility

Job Description

1. Consolidate and validate Key Frontline Services Report of the Regional Offices;
2. Monitor and consolidate the accomplishment reports of PRC Offsite Service Centers and One – Stop Service Centers for OFWs, Mobile Services, and First -Time Job Seekers from the Regional Offices;
3. Coordinate, collate and monitor the submission of monthly and annual accomplishment reports of Delivery Units;
4. Assist in the preparation and submission of budget - related reports;
5. Draft PRC Annual Accomplishment Reports;
6. Prepare and draft correspondences;
7. Render administrative assistance to the meetings and activities of various Committees and/or Taskforce;
8. Perform other related functions assigned from time to time.

Salary

Equivalent to Salary Grade 11 or Php28,512.00/month

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- 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
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **28 November 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)

P. Paredes St. cor. N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com