

**Position Title** : Administrative Officer II  
**Place of Assignment** : Professional Registry Division  
PRC-Central Office  
P. Paredes Street Corner N. Reyes Street, Morayta  
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. Retrieve/gather the data or information necessary for the crafting or revision of plans, policies, programs, guidelines, and standards;
2. Gather inputs from the expert/resource persons to obtain information or to clarify issues/situations by asking pertinent questions;
3. Consolidate the gathered data/information and inputs;
4. Apply a variety data-gathering methodologies (surveys, brainstorming, interviews, policy review) to obtain information to substantiate recommendations on policy formulation;
5. Assist in drafting the initial formulation or revision of plans, policies, programs, guidelines, and standards; and,
6. Perform other duties as needed.

**Salary**

Equivalent to Salary Grade 11 or Php30,024.00/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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **15 March 2025** 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)