

**Position Title** : Administrative Officer II  
**Place of Assignment** : Test Development Division  
PRC-Central Office  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila

### Qualifications

**Education** : Bachelor's degree  
**Experience** : None required  
**Training** : None required  
**Eligibility** : None required  
**Others** : Proficient in the use of Microsoft, Power point, Word and Excel;  
Proficient in English as a second language (written and oral) and in public speaking;  
Highly experience in building rapport/ working relationship with various entities; and,  
Preferably with knowledge on basic graphic layout, design and generation of creative materials

### Job Description

1. Prepare communications, letters, creative materials and other documents needed by the office;
2. 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;
3. Manage correspondence, mails, and email and telephone inquiries;
4. Provide assistance and support in preparing, organizing and facilitating large-scale activities relative to test construction and development; and,
5. Perform other related function that may be assigned by the Division/Office.

### 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 **19 MAY 2025** to:

### KHRISTINE S. LABAO

Administrative Officer V (HRMO III)  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)