

Position Title : : ONE (1) TDD SUPPORT PERSONNEL

Place of Assignment : Test Development Division  
PRC Central Office  
Nicanor Reyes Street, Sampaloc, Manila

**Qualifications:**

Education : Bachelor's Degree  
Eligibility : None required  
Training : None Required  
Experience : None Required  
Others : With good communication skills and proficient in writing. Must have excellent knowledge in MS Excel and Word

**Job Description**

- Prepare communication letters, creative materials and other documents needed by the office;
- 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;
- Manage correspondence, mails, and email and telephone inquiries;
- Provide assistance and support in preparing, organizing and facilitating large-scale activities relative to test construction and development;
- Perform other related function.

**Salary**

Equivalent to SG 11 or Php 27,000.00/ month

**Mode of Employment**

Job Order

*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

Qualified applicants are advised to email their application not later than **17 October 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO)  
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