

**Position Title** : Administrative Officer II  
**Place of Assignment** : Continuing Professional Development Division  
PRC-Central Office  
PICC Office Delegation Bldg., Philippine International  
Convention Center (PICC), Vicente Sotto St., Pasay,  
Metro 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. Provide technical, administrative, and operational support to Continuing Professional Development (CPD) Councils and the Professional Regulatory Boards (PRB) in the implementation of the CPD programs;
2. Assist the CPD Councils during their consultations and/or orientation to their stakeholders;
3. Prepare and submit monthly accomplishment report of the concerned CPD Councils;
4. Prepare correspondence to any concerns or queries addressed to the CPD Council, CPD Division, or the Commission; and
5. Perform such as other activities relevant and necessary in the implementation of CPD.

#### **Salary**

Equivalent to Salary Grade 11 or Php27,000.00/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 ID

Qualified applicants are advised to email their application not later than **29 March 2024** to:

#### **KHRISTINE S. LABAO**

Administrative Officer V (HRMO)  
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