

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

Qualified applicants are advised to email their application not later than **09 April 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
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