

**Position Title** : Two (2) Administrative Officer II  
**Place of Assignment** : Continuing Professional Development Division  
PRC-Central Office  
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila

#### **Qualifications**

**Education** : Bachelor's degree relevant to the job  
**Experience** : One (1) year relevant experience  
**Training** : None required  
**Eligibility** : Career Service (Professional) Second Level Eligibility  
**Others** : Proficient in MS Excel, Word, and PowerPoint; With good communication skills and proficient in writing.

#### **Job Description**

- i. Assist in the preparation of requisite communications and documents the meetings of personnel with the concerned CPD Councils;
- ii. Coordinate with the CPD Council Secretary in preparing and drafting CPD Council Resolutions;
- iii. Support the CPD Council Secretary in the conduct of CPD Council meetings;
- iv. Assist the Office or the CPD Councils in the conducts of consultations, orientations, capacity-building, and among others;
- v. Support the preparation and review of monthly accomplishments of the concerned CPD Councils;
- vi. Assist the drafting of correspondence to any concerns or queries addressed to the CPD Council or the Office; and
- vii. Accomplish other related support services necessary for the delivery of specific activities as may be required by the office from time-to-time.

#### **Salary**

Equivalent to Salary Grade 11 or PhP 1,364.73/day

#### **Mode of Employment**

Job Order Worker

#### ***Interested and qualified applicants must submit the following:***

1. Letter of Intent (*include the Position Title and Place of Assignment*)
2. Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2015 which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)  
*(The date of the duly notarized PDS must be within the publication period: 15 to 25 January 2026)*
3. Photocopy of Transcript of Records
4. NBI Clearance or receipt/any proof of transaction
5. TIN ID

Qualified applicants are advised to email their application not later than **05 February 2026** 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)