

**Position Title** : Administrative Officer II  
**Place of Assignment** : Career Progression and Specialization Program (CPSP)  
- Credit Accumulation and Transfer System (CATS)  
PRC-PICC Office  
3/F, Secretariat Bldg. Philippine International Convention  
Center (PICC)  
Vicente Sotto St., Pasay City

#### **Qualifications**

**Education** : Bachelor's degree relevant to the job  
**Experience** : None required  
**Training** : None required  
**Eligibility** : Career Service (Professional) Second  
Level Eligibility  
**Others** : Computer literate; With good communication skills  
and proficient in writing; Proactive, detail oriented;  
Must have strong organizational and multi-tasking skills.

#### **Job Description**

1. Assist in the development and implementation of the Career Progression and Specialization Programs (CPSP)
2. Provide logistical and administrative assistance to the CPSP-CATS Committees in the preparation and conduct of meetings, consultations and related activities;
3. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
4. Coordinate with Regional Offices, stakeholders in the conduct of related CPSP-CATS activities;
5. Process applications relevant to the CPSP;
6. Record and manage the calendar of activities;
7. Keep and maintain all pertinent records;
8. Perform other related functions.

#### **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 **28 April 2024** to:

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

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