

Position Title : **One (1) Administrative Officer**

Place of Assignment : **Human Resource Development Division**
Learning and Development Performance
Management and Rewards and Recognition
Section
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

- Bachelor's degree holder
- Must have excellent knowledge in MS Excel and MS Word
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing
- Proactive, detail oriented
- Must have strong organizational and multi-tasking skills
- Civil Service Professional Eligibility

Job Description

1. Provides administrative assistance in the implementation of the following programs: learning and development, performance management system, rewards and recognition and competency based HR;
2. Assists in the preparation of communications and administrative issuances (i.e. Office Order, Travel Order, Memorandum Order & Memorandum Circular);
3. Keeps and maintains all pertinent records; and
4. Performs other related functions

Salary Grade

- Equivalent to Salary Grade 11 or Php 25,439.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **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)
2. Resume
3. Photocopy of Transcript of Records
4. Photocopy of Eligibility
5. NBI Clearance
6. TIN

Qualified applicants are advised to email their application not later than **07 October 2022** to:

ANGELICA P. ALTOVEROS

Administrative Officer III

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com

Position Title : **One (1) Administrative Officer**

Place of Assignment : **Human Resource Development Division**
Recruitment Selection and Placement Section
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

- Bachelor's degree relevant to the Job
- Must have excellent knowledge in MS Excel and MS Word
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing
- Proactive, detail oriented
- Must have strong organizational and multi-tasking skills
- RA 1080 (Psychometrician)

Job Description

1. Acts as HRMPSB secretariat;
2. Prepares matrix, endorsement and summary for vacant position/s in Central and Regional Office;
3. Prepares and routes recommendation letter for hiring of qualified applicants as Job Order Workers from Central Offices;
4. Prepares Job Order Contract and Addendum of Job Order Workers from Central Offices;
5. Prepares publication for Job Order vacant positions and letter for authority to publish Job Order vacant positions in the PRC Official website;
6. Prepares Appointment, Position Description Form, Oath of Office and Certificate of Assumption for Central Office and Newly Created Regions;
7. Prepares CSC Checklist and check the completeness of the appointment and other supporting documents to be submitted to the CSC;
8. Takes charge in Routing of Clearance Forms for Resigned, Leaved, Retired, and Transferred Employees under Central and Regional Offices; and
9. Performs other related functions

Salary

- Equivalent to Salary Grade 11 or Php 25,439.00/ month

Mode of Employment

- Job Order

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