

Position Title : Administrative Officer II
Place of Assignment : International Affairs Office – Office of the Director
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. Draft memoranda, endorsement and other official documents of the Office;
2. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
3. Assist in the documentation of projects relative to the International Affairs Office;
4. Assist in the documentation of projects relative to Committees where the Director is involved;
5. Perform other related functions, as may be assigned by the Director.

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 **11 March 2024** to:

KHRISTINE S. LABAO

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