Position Title : Administrative Officer II

Place of Assignment : International Affairs Office – International Development Division

PRC-Central Office
P. Paredes St., cor. N. Reyes St., Morayta, Manila

Qualifications

Education	:	Bachelor's degree
Experience	:	None required
Training	:	None required
Eligibility	:	Career Service (Professional) Second Level Eligibility
Others	:	Excellent research and project development skills; Strong interpersonal, communication, and assessment skills; Analytical, problem-solving, and conflict resolution skills; Organizational and time management skills; and, Exceptional professionalism and strong work ethic.

Job Description

i. Assist and provide administrative support (i.e., pre, during, and post-consultative/exploratory meeting activities) to the Professional Regulatory Boards (PRBs) for the engagement of foreign counterparts and establishment of an instrument of mutual recognition of professional qualification (MRPQ) to the concerned PRB;
ii. Assist in the conduct of Research Studies related to international affairs on services affecting professional practice;
iii. Assist in the PQF International Alignment matters including meetings and preparing communications, letters, and other documents;
iv. Assist during the conduct of preparatory and coordination meetings, including preliminary arrangements, circulation of meeting materials, and other necessary documents;
v. Prepares and routes pertinent documents of the Division, i.e. Requisition and Issue Slips, Internal and External Client Feedback Forms;
vi. Respond to correspondence, mail, email, and telephone inquiries; and
vii. Perform other functions that may be assigned by the Office / Committee / proponent.

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 2017 which can be downloaded at www.csc.gov.ph
   (The date of the duly notarized PDS must be within the publication period: October 20, 2025 to October 30, 2025)
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 **October 30, 2025** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Morayta, Manila
prcrecruitmentapp@gmail.com