

Position Title : **Two (2) Administrative Officer IV**
Place of Assignment : Licensure Office
PRC – Central Office
P. Paredes St., cor. N. Reyes St., Morayta, Manila

Qualifications

Education : Graduate of Bachelor of Laws or Juris Doctor
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : None required
Others :
1. Excellent command of written English and Filipino, with the ability to translate complex legal concept;
2. Highly experienced in building rapport/working relationships with various entities; and,
3. Proficient in the use of MS Office.

Job Description

- i. Prepare communications, legal correspondences, position papers, memoranda, reports and, other documents needed by the Office;
- ii. Assist in the review of policy issuances, guidelines and internal procedures; and,
- iii. Perform other functions that may be assigned by the Division/Office.

Salary

Equivalent to Salary Grade 15 or Php 1,827.64/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 2025 which can be downloaded at www.csc.gov.ph
(The date of the duly notarized PDS must be within the publication period: 19 to 24 December 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 **24 December 2025** to:

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