

Position Title : Two (2) Administrative Officer II
Place of Assignment : Hearing and Investigation Division
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. Docket complaints filed against professionals;
2. Take custody and safekeeping of case records in LS-HID;
3. Raffle cases to Hearing Officers;
4. Verify professionals with the LERIS for filed complaints;
5. Encode the case information in the database Excel file/Google Sheets and Legal Management Information System (LMIS);
6. Verify professionals with/without pending administrative cases in the control list applying for accreditation and other applications in the Central Office and Regional Offices;
7. Facilitate addition to and removal of professional in the control list;
8. Prepare and consolidate the monthly and annual accomplishment reports and other reports of the HID;
9. Mail and transmit case folders to the Regional Offices, the ARD and the Legal Appeals Unit;
10. Facilitate Central and Regional Indorsements of drafts to the Professional Regulatory Boards;
11. Perform other related functions as may be directed by the Immediate Supervisor.

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 **21 April 2024** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO)
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