

**Position Title** : **Two (2) ADMINISTRATIVE OFFICER**

**Place of Assignment** : Professional Registry Division  
PRC Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc, Manila,  
1008 Metro Manila

**Qualifications:**

**Education** : Bachelor's Degree  
**Training** : Four (4) hours relevant training  
**Experience** : One (1) year relevant experience  
**Eligibility** : Civil Service (Professional) Second Level Eligibility

**Job Description**

- Review the reflected amendment in the Permanent Examination Record Card (PERRC) of registered professionals with approved petitions for COS/CON/CODB;
- Check prepared matrices for the initial registration of passers for various Professional Regulatory Boards;
- Check the Service Request Form (SRF) applications to edit records of registered professionals;
- FOI data and certification as to status of professionals and assist the above-signed in monitoring and preparing the report for the two (2) existing projects in PRD.
- Perform other task that may be assigned.

**Salary**

Equivalent to SG 16 or PhP 38,150.00/ 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))
- Resume
- Photocopy of Transcript of Records
- Photocopy of eligibility/ license
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **20 October 2022** to

**ANGELICA P. ALTOVEROS**

Administrative Officer III

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila\_  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)