

**Position Title** : : **One (1) Professional Regulations Officer II**

**Place of Assignment** : Bids and Awards Committee (BAC) Secretariat  
PRC Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc,  
Manila, 1008 Metro Manila

**Qualifications:**

**Education** : Bachelor's Degree  
**Eligibility** : Career Service (Professional)/ Second Level  
Eligibility  
**Training** : None Required  
**Experience** : None Required

**Others** :

- a) Exemplifying integrity
- b) Delivering service excellence
- c) Solving and making decisions
- d) Demonstrating personal effectiveness
- e) Speaking effectively
- f) Writing effectively
- g) Championing and applying innovations
- h) Planning and delivering
- i) Managing information
- j) Learning delivery and evaluation
- k) Records management
- l) Supply and property management

**Job Description**

1. Prepare minutes of meetings and resolutions of the BAC,
2. Monitor procurement activities and milestone for proper reporting to relevant agencies when required,
3. Facilitate the preparation of reports for submission to GPPB and other relevant agencies such as Annual Procurement Plan, Procurement Monitoring Report, ACPI, consolidated Supplemental and Revised APP and other mandatory reports; and
4. Prepare compliance to the Commission on Audit (COA) for the submission of contracts for completed projects.
5. Performs other related functions.

**Salary**

Equivalent to SG 13 or Php 31,320.00/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

Qualified applicants are advised to email their application not later than **14 June 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V (HRMO)

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila,

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)