

Position Title : Administrative Officer II

Place of Assignment : Professional Registry Division
PRC-Central Office
P. Paredes Street Corner N. Reyes Street, Morayta
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. Retrieve/gather the data or information necessary for the crafting or revision of plans, policies, programs, guidelines, and standard;
2. Gather inputs from the expert/resource persons to obtain information or to clarify issues/situations by asking pertinent questions;
3. Consolidate the gathered data/information and inputs;
4. Apply a variety data gathering methodologies (surveys, brainstorming, interviews, policy review) to obtain information to substantiate recommendation on policy formulation;
5. Assist in drafting the initial formulation or revision of plans, policies, programs, guidelines, and standards.

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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **14 July 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO)
P. Paredes Street Corner N. Reyes Street, Morayta, Manila
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