Position Title : Administrative Officer II

Place of Assignment : Professional Registry Division
PRC-Central Office
P. Paredes St., cor. N. Reyes St., 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

i. Prepare certification/verifications accurately and completely based on the verified records of professional/s as requested by the PRC Central Office, PRC Regional Offices, and other government entities;
ii. Prepare data/documents to be issued to public as lodge and requested through the Freedom of Information email or focal person;
iii. Prepare accurately and completely the Initial Registration Matrix of licensure examination passers for various Professional Regulatory Boards (PRBs);
iv. Process accurately the application for Service Request Forms (SRFs) for retrieval of records, updating of data, conversion and other to update the records of professionals in the Database as requested by the client or PRC Regional Offices;
v. Reply to the query of professionals regarding Nursing and Midwifery Council (NMC) confirmation and verification and forward the NMC link to the concerned Regional Office;
vi. Prepare monthly report of Anti-Red Tape Act (ARTA) and 8888 Citizens' Complaint Hotline complaints received from clients and queries form PRBs, PRC Central Office and PRC Regional Offices pertaining to registration and regulation functions;
vii. Prepare monthly client feedback report;
viii. Attend to various regional queries and request through PRD and PRD verification emails and act within the reasonable time;
ix. Receive and record all incoming/outgoing documents and distribute to the concerned section or PRD personnel;
x. Update the monitoring log sheet regularly; and,
xi. Perform other duties as needed.

Salary

Equivalent to Salary Grade 11 or Php 1,364.73/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: October 23 to November 02, 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 **November 02, 2025** to:

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