

Position Title : **One (1) Administrative Officer**

Place of Assignment : Qualifications Recognition Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications:

- Education – Graduate of at least four (4) year-course from a University or College duly recognized by the Commission on Higher Education
- Eligibility – Holder of a Career Service (Professional) Second Level Eligibility
- Experience – With one (1) year relevant experience in office work, preferably secretariat; and
- Competency – Proficient in MS Excel, Word, and PowerPoint;
With good communication skills and proficient in writing

Job Description:

1. Assist in the development and implementation of the Career Progression and

Specialization Programs (CPSP);

2. Provide logistical and administrative assistance to the CPSP-CATS Committees in the preparation and conduct of meetings, consultations and related activities;
3. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
4. Coordinate with Regional Offices, stakeholders in the conduct of related CPSP-CATS activities;
5. Record and manage the calendar of activities;
6. Keep and maintain all pertinent records;
7. Perform other related functions.

Salary

- Equivalent to SG 11 or Php 25,439.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **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)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN
6. Photocopy of eligibility/ license

Qualified applicants are advised to email their application not later than **23 May 2022** to:

KRISTINE S. LABAO

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