

**Position Title** : **One (1) News Writer**

**Place of Assignment** : Public Information and Media Relations Unit  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc,  
Manila, 1008 Metro Manila

**Qualifications:**

- Extensive knowledge on journalism.
- Excellent written communication skills.
- Keen and accurate in gathering data through interview, research, and observations.
- Familiar in word processing, graphics software, and privacy related laws and policies.
- Basic knowledge in photography is an advantage.

**Job Description**

- Prepare and draft necessary articles, press releases, announcements, advisories and write ups related to PRC activities or as directed by the Commission for dissemination and posting at the PRC official website, Facebook Page, Twitter, and other media platforms;
- Assists in the media coverage of the official activities of the Commission;
- Assists in the conduct of press conferences, including online oath takings, and media interviews.

**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](http://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 **6 July 2022** to:

**KRISTINE S. LABAO**

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