

Project Title : Computer Based Licensure Examination
Place of Assignment : Licensure Office
Professional Regulation Commission
P. Paredes St. Sampaloc, Manila

TEN (10) SUPPORT STAFF

Job Description:

1. Prepares report on the number of examinees (actual and prospective), number of examination personnel assisted in the conduct of licensure examination per testing center, amount of examination expenses incurred in the licensure examination per testing center and other licensure examination-related reports;
2. Prepares budget proposal for CBLE, application for and conduct of licensure examination, and other financial reports;
3. Summarizes/consolidates reports from the Regional Offices necessary for policy formation and recommendation, and other reports requested by CBLE Task Force/Committee;
4. Prepares communication letters, periodic reports, and other documents for submission to other offices, concerned government agencies, LGUs, and other private organizations;
5. Assists the IT Consultants and the Senior PRO;
6. Receives and logs personal and routed letters for the Director/Chief and forwards the same for information;
7. Receives and organizes all papers for action;
8. Receives calls and manage correspondence, mails, telephone and email inquiries;
9. Routes memoranda, resolutions/office orders, circulars, guidelines received to different divisions, units and satellite office for action; and
10. Performs other related functions.

Salary

- Equivalent to Salary Grade 11 – Php22,316.00

Qualifications

- College Degree
- Excellent communication and writing skills.
- Organization skills
- Preferably with experience

Duration

- 6 months

Mode of Employment

- Job Order (Project-Based)

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. Photocopy of eligibility/license
6. TIN

Qualified applicants are advised to hand in or send through courier/email their application not later than **28 December 2020** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila
hrdd.recruitment@prc.gov.ph