

**Position Title** : **Three (3) Administrative Officers**

**Place of Assignment** : Test Development Division  
PRC-PICC Office  
Delegation Bldg., Philippines International Convention  
Center (PICC), Vicente Sotto St., Pasay, Metro Manila

**Qualifications:**

- Graduate of any Baccalaureate Degree
- Proficient in the use of Microsoft, PowerPoint, Word and Excel
- Proficient in English as a 2nd language (written and oral) and in public speaking
- Highly experienced in building rapport/working relationships with various entities
- Preferably with knowledge on basic graphic layout, design and generation of creative materials.

**Job Description**

1. Prepare communications, letters, creative materials and other documents needed by the Office.
2. Provide secretariat functions to preparatory and coordination meetings including arrangement of meetings, preparation and circulation of meeting materials, and other necessary documents and actions for the meeting.
3. Manage correspondence, mails, and email and telephone inquiries.
4. Provide assistance and support in preparing, organizing and facilitating large-scale activities relative to test construction and development.
5. Perform other functions that may be assigned by the Division/Office.

**Salary**

- Equivalent to SG 11 or P23,877.00/ 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, Revised2017) 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

Qualified applicants are advised to email their application not later than **23 June 2021** to:

**KHRISTINE S. LABAO**

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