

**Project Title** : **Career Progression and Specialization Program**

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

### **Two (2) Administrative Officer**

#### **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 Salary Grade 11 – Php 23,877.00

#### **Qualifications**

- Bachelor's degree
- Computer literate
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing
- Proactive, detail oriented
- Must have strong organizational and multi-tasking skills

#### **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

Qualified applicants are advised to send through email their application not later than **16 August 2021** to:

#### **KHRISTINE S. LABAO**

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