

**Position Title** : **Technical Assistant IV**  
**Place of Assignment** : Professional Regulation Commission (PRC)

**Qualifications**

**Education** : Bachelor's degree relevant to the job\*  
**Experience** : At least 3 years of relevant experience\*  
**Training** : 32 hours of relevant training\*  
**Others** : Exceptional Skills in language and communication, and office management; A role model, of good moral character and desirable attitudes and values

(\*) **Relevant to the Job, Relevant Experience or Relevant Training** can be in any, but preferably a combination, of the following:

- a. **Education and Training:** Secondary Education, TVET, and/or Higher Education, any major/specialization
- b. **Policy and Governance:** Public Administration, educational leadership and management, and/or policy studies
- c. **Research and Analytics:** Assessment and Evaluation, Statistics or Data Science, and/or Economics
- d. **ICT in Education:** Educational Technology, Computer Science, and/or Data Analytics

**Job Description:**

- Provide appropriate technical and administrative support to the responsible official in-charge of the PQF-NCC Working Groups to realize the WG's projects, deliverables and outputs.

**Salary**

Monthly Salary + 10% Premium – Php 67,000.00 + Php 6,700.00

**Mode of Employment**

Contract of Service

*Interested and qualified applicants must submit the following documents in digital format through email at [pqf.secretariat@deped.gov.ph](mailto:pqf.secretariat@deped.gov.ph) with subject [Application: Technical Assistant for the PQF-NCC Secretariat]:*

- a. Letter of Intent addressed to:

**RONALD U. MENDOZA, PhD**  
Undersecretary for Strategic Management  
Department of Education

Attention : **SAMUEL R. SOLIVEN**  
Director III, Office of the Undersecretary for Strategic Management

- b. Personal Data Sheet (CS Form No. 212, revised 2017)
- c. Latest Curriculum Vitae (CV)

Qualified applicants are advised to email their application not later than **21 March 2025**. Applicants with incomplete document submission shall automatically be disqualified.

For clarifications and other related concerns, please contact this Office through email at [pqf.secretariat@deped.gov.ph](mailto:pqf.secretariat@deped.gov.ph) or call 09171244986.