

Position Title : Administrative Officer II
Place of Assignment : Administrative Service – Office of the Director
PRC-Central Office

Qualifications

Education : Bachelor's degree in Public Administration, Political Science, Communications or other related fields
Experience : None required
Training : None required
Eligibility : Career Service (Professional) Second Level Eligibility
Others : Excellent oral and written communication skills, innovative, flexible, result-oriented and pro-active by presenting sample works; and, Proficient in the use of digital/computer software, i.e., MS Office, Adobe Pro, etc.

Job Description

1. Assist in the monitoring and acknowledgement of incoming emails and other correspondence from various Central and Regional Offices, Divisions of the Commission and other agencies, and endorse the same to the concerned personnel for appropriate action;
2. Consolidate the various Division Performance Commitment and Review (DPCR) target and accomplishment under the AS and prepare the Office Performance Commitment and Review (OPCR);
3. Assist the Task Force Chairperson for the offsite delivery of services;
4. Monitor and ensure the Commission's compliance to R.A. 11032 and relevant ARTA Memorandum Circulars;
5. Conduct study/research on new Circulars being issued by ARTA and other agency/office related to ART;
6. Prepare periodic reports on AS – Office of the Director (OD) - related and ART-related concerns, including endorsed, resolved, and closed concerns/complains lodged through the Office of the President (OP) – Presidential Complaint Center (PCC), Civil Service Commission (CSC) – Contact Center ng Bayan (CCB), ART Authority, 8888 Hotline, Client Relationship Management System (CRMS), and other existing channels;
7. Monitor receipt and ensure transmittal/endorsement and resolution of concern/complains lodged through the OP-PCC, CSC-CCB, ART Authority, 8888 Hotline, CRMS, and other existing channels;
8. Prepare reply to concerns/complains lodged through the existing feedback/complaint channels;
9. Consolidate accomplished client satisfaction measurement reports, including the preparation of report monthly, quarterly, semestral, and annually;
10. Assist in the conduct of meetings and other activities of the AS – OD and the PRC Committee on ART;
11. Coordinate/collaborate with other offices or government agencies, as necessary; and,
12. Perform other functions that may be assigned by the Committee on ART or the AS Director.

Salary

Equivalent to Salary Grade 11 or Php28,512.00/month

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

- 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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **10 November 2024** to:

KHRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes Street Corner N. Reyes Street, Morayta, Manila
prcrecruitmentapp@gmail.com