

Position Title : Two (2) Administrative Officer II
Place of Assignment : Test Development Division
PRC-Central Office
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila

Qualifications

Education : Bachelor's degree
Experience : None required
Training : None required
Eligibility : None required
Others : Proficient in the use of Microsoft, Power point, Word and Excel;
Proficient in English as a second language (written and oral) and in public speaking;
Highly experience in building rapport/ working relationship with various entities; and,
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; and,
5. Perform other related function that may be assigned by the Division/Office.

Salary

Equivalent to Salary Grade 11 or Php30,024.00/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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN ID

Qualified applicants are advised to email their application not later than **16 January 2025** to:

KHRISTINE S. LABAO

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