

Position Title : One (1) Administrative Officer II
Place of Assignment : Continuing Professional Development Division
PRC-Central Office
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila

Qualifications

Education : Bachelor's degree relevant to the job
Experience : One (1) year relevant experience
Training : None required
Eligibility : Career Service (Professional) Second Level Eligibility
Others : Proficient in MS Excel, Word, and PowerPoint; With good communication skills and proficient in writing.

Job Description

- i. Assist in the preparation of requisite communications and documents the meetings of personnel with the concerned CPD Councils;
- ii. Coordinate with the CPD Council Secretary in preparing and drafting CPD Council Resolutions;
- iii. Support the CPD Council Secretary in the conduct of CPD Council meetings;
- iv. Assist the Office or the CPD Councils in the conducts of consultations, orientations, capacity-building, and among others;
- v. Support the preparation and review of monthly accomplishments of the concerned CPD Councils;
- vi. Assist the drafting of correspondence to any concerns or queries addressed to the CPD Council or the Office; and
- vii. Accomplish other related support services necessary for the delivery of specific activities as may be required by the office from time-to-time.

Salary

Equivalent to Salary Grade 11 or PhP 1,441.14/day

Mode of Employment

Job Order Worker

Interested and qualified applicants must submit the following:

1. Letter of Intent (*include the Position Title and Place of Assignment*)
2. Duly accomplished and **NOTARIZED** Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2025 which can be downloaded at www.csc.gov.ph
(The date of the duly notarized PDS must be within the publication period: 04 to 14 March 2026)
3. Photocopy of Transcript of Records
4. NBI Clearance or receipt/any proof of transaction
5. TIN ID

Qualified applicants are advised to email their application not later than **14 March 2026** to:

KHRISTINE S. LABAO

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