

**Position Title** : One (1) Administrative Officer II  
**Place of Assignment** : Career Progression and Specialization Program –  
Credit Accumulation and Transfer System  
P. Paredes St., cor. N. Reyes St., Morayta, 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** : Preferably with relevant work experience in office work;  
With good communication skills and proficient in writing;  
Proactive, detail oriented; and,  
Must have strong organizational and multi-tasking skills.

### Job Description

- i. Assist in the development and implementation of the Career Progression and Specialization Programs (CPSP);
- ii. Provide logistical and administrative assistance to the CPSP-CATS Committees in the preparation and conduct of meetings, consultations and related activities;
- iii. Prepare correspondences, meeting briefs, records of discussions, reports, and other necessary documents;
- iv. Coordinate with Regional Offices, stakeholders in the conduct of related CPSP- CATS activities;
- v. Process applications relevant to the CPSP and CATS;
- vi. Record and manage the calendar of activities;
- vii. Keep and maintain all pertinent records; and,
- viii. Perform other related functions.

### 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](http://www.csc.gov.ph)  
*(The date of the duly notarized PDS must be within the publication period: 24 March to 03 April 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 **03 April 2026** to:

### **KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)

P. Paredes St., cor. N. Reyes St., Morayta, Manila

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)