

Position Title : One (1) Administrative Officer II
Place of Assignment : International Affairs Office – Office of the Director
P. Paredes St., cor. N. Reyes St., Morayta, Manila

Qualifications

Education : Bachelor's degree relevant to the job (BS Management, Political Science, International Relations, or other allied courses with major or minor in legal management/ Foreign Service/ International relations/international trade or its equivalent)
Experience : One (1) year relevant experience
Training : None required
Eligibility : Career Service (Professional) Second Level Eligibility
Others : Knowledgeable on international relations / international Trade; With good communication skills and proficient in writing; Proactive and detail oriented; and, must have strong organizational skills and able to multi-task.

Job Description

- i. Provide assistance and administrative support to the IAO-Director, including preparation, coordination, and follow-up of meetings;
- ii. Assist in the drafting and processing of notices, memoranda, endorsements, and other official documents as instructed;
- iii. Help in preparing correspondences, meeting briefs, records of discussions, and reports, ensuring proper documentation and submission as guided;
- iv. Support the documentation and filing of projects related to the International Affairs Office;
- v. Provide assistance in the documentation and coordination of activities of Committees where the Director is involved;
- vi. Respond to routine inquiries (e.g., correspondence, mail, email, telephone) and refers matters requiring action to the Director or appropriate staff;
- vii. Assist in special projects as necessary and when they arise, under the guidance of the Director; and,
- viii. Perform other administrative support tasks as assigned by the Director.

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: 08 to 18 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 **18 April 2026** to:

KHRISTINE S. LABAO

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