

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

Qualifications

Education : Bachelor's degree relevant to the job
Experience : None Required
Training : None Required
Eligibility : Career Service (Professional) Second Level Eligibility

Job Description

- i. Preparation of Purchase Request, Terms of Reference, disbursement vouchers/obligation request and status for the payment of procured items under the division;
- ii. Revision, modification/realignment of PPMP for necessary funding of PRD projects and budget proposals;
- iii. Attendance to the Notice of Meetings relative to the bidding process;
- iv. Provide assistance in the preparation of the pre-printed Certificate of Registration (COR) for registration based on the number of passers per licensure examination release;
- v. Provide assistance in the preparation of the additional pre-printed COR for registration based on the requests of the PRC regional Offices;
- vi. Provide assistance in the consolidation of Report of Accountability for Accountable forms and Report of Spoiled COR's of regional offices; and,
- vii. Prepare the Daily/Monthly Accomplishment Report.

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: 27 February to 09 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 **09 March 2026** to:

KHRISTINE S. LABAO

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