

Position Title : One (1) Administrative Officer II
Place of Assignment : Test Development Division
PRC-Central Office
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 : Proficient in the use of Microsoft, PowerPoint, Word and Excel; Proficient in English as a 2nd language (written and oral) and in public speaking; Highly experienced in building rapport/working relationships with various entities; and, preferably with knowledge on basic graphic layout, design and generation of creative materials.

Job Description

- i. Prepare communications, letters, creative materials and other documents needed by the Office;
- ii. 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;
- iii. Manage correspondence, mails, and email and telephone inquiries;
- iv. Provide assistance and support in preparing, organizing and facilitating large-scale activities relative to test construction and development; and
- v. Perform other functions that may be assigned by the Division/Office.

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: 23 February to 05 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 **03 March 2026** to:

KHRISTINE S. LABAO

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