

**PHILIPPINE SPORTS COMMISSION  
BULLETIN OF VACANT PERMANENT POSITIONS  
POSTED: APRIL 24,2017**

**POSITION TITLE** : **ADMINISTRATIVE OFFICER IV  
(INFORMATION WRITER)**  
**PLACE OF ASSIGNMENT** : ASSISTANCE AND COORDINATION DIVISION  
**ITEM NO.** : PSCOMB-ADOF4-23-2004  
**SALARY GRADE** : 15  
**MINIMUM QUALIFICATION STANDARDS**  
**EDUCATION** : Bachelor's degree relevant to the job  
**EXPERIENCE** : One year relevant experience  
**TRAINING** : Four hours of relevant training  
**ELIGIBILITY** : Career Service (Professional) / Second level Eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents **as soon as possible**.

1. Application letter indicating the position you're applying for. Kindly address your application letter to:

**HON. WILLIAM I. RAMIREZ**  
*Chairman*  
Philippine Sports Commission  
Rizal Memorial Sports Complex  
Pablo Ocampo Sr. Street,  
Malate, Manila

2. Duly accomplished Personal Data Sheet [CSC Form No. 212 (revised 2005)]
3. Authenticated copy of Civil Service eligibility
4. Must be able to present the original and submit the photocopy of the following:
  - a. Transcript of Records
  - b. Diploma
  - c. Service record (if previously employed in the government)
  - d. Certificate of employment from previous employer/s (if previously employed)
  - e. Certificate of trainings/seminars attended (if any)
  - f. NBI/Police Clearance

Applicants may e-mail all their application together with the scanned copy of the required documents to **[hr@psc.gov.ph](mailto:hr@psc.gov.ph)**