

# WE ARE

# HIRING!



**(1) PERSONNEL SPECIALIST II**  
*(Contract of Service)*

## Qualification Standards:

- **EDUCATION:** Bachelor's degree relevant to the job.
- **EXPERIENCE:** At least 1 year of relevant experience in human resource management or administrative work.
- **TRAINING:** At least 4 hours of relevant training in HR policies, records management, or related fields.
- **ELIGIBILITY:** Career Service (Professional) / Second Level Eligibility

## Preferred Competencies:

- Knowledge of civil service rules, HR laws, and internal policy formulation.
- Strong analytical and writing skills for drafting HR internal policies and procedures
- Familiarity with records management standards and systems
- Ability to handle confidential personnel matters with discretion
- Excellent organizational and coordination skills
- Proficient in office productivity tools (e.g., MS Word, Excel, database systems)

**DEADLINE OF SUBMISSION : APRIL 21, 2025**

Interested applicants are requested to submit their latest/updated Personal Data Sheet, Resume and Letter of Intent to:

Exec. Dir. Paulo Francisco C. Tatad through Mr. Jan Errol B. Facundo, MMPA and send to HR recruitment email: [recruitment@psc.gov.ph](mailto:recruitment@psc.gov.ph)



**PHILIPPINE SPORTS COMMISSION**  
RMSC, PABLO OCAMPO SR. ST. MALATE, MANILA



[www.psc.gov.ph](http://www.psc.gov.ph)

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**(1) ACCOUNTING CLERK IV**  
*(Contract of Service)*

## Qualification Standards:

- With Bachelor's degree related to Accounting or Finance.
- Preferably with at least 1 year work experience.

## Skills and Attributes:

- Technical skills (Data Analysis and Problem Solving)
- Communication Abilities / Positive Attitude
- Active Listening and Strategic
- Personal Attributes (Patience, Integrity, Adaptability)
- Proficient in Computer Software

## Duties and Responsibilities:

- Assess and Checking of Liquidation Report of NSA
- Assess and Checking of Reimbursement Request of NSA
- Other task that may be assigned by the Supervisor

**DEADLINE OF SUBMISSION : APRIL 17, 2025**

Interested applicants are requested to submit their latest/updated  
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