

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 : JUNE 11, 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



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



www.psc.gov.ph

fb.com/psc.gov.ph

WE ARE HIRING!



(1) ADMINISTRATIVE AIDE VI (*Contract of Service*)

Qualification Standards:

- Must have at least a college-level education in any related field.
- Requires 1-2 years of experience in a relevant role.
- Should possess encoding skills and proficiency in Microsoft Suite, including Word, Excel and PowerPoint.

DEADLINE OF SUBMISSION : JUNE 11, 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



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



www.psc.gov.ph

fb.com/psc.gov.ph