

WE ARE HIRING!



(1) ADMINISTRATIVE ASSISTANT V ***(Contract of Service) Anticipated Vacancy***

Start Date : July 1, 2025

Duties and Responsibilities:

- Assist in the monthly taxes to BIR.
- Preparation & updating of subsidiary ledgers and schedules of accounts,
- Assist in the preparation of Form 2307.
- Assist in the checking of attachments for claims of supplier and contractors.
- Assist the checking of Manpower on special events.

Skills and Attributes:

- Proficient in Excel, MS Office
- Computer skills
- Data Management
- Attention to detail
- Knowledgeable in Tax returns

Qualifications:

- Bachelor's degree in Finance related course, preferably Accountancy
- Preferably with 2 years of relevant experience

DEADLINE OF SUBMISSION : JUNE 13, 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 OCAÑO SR. ST. MALATE, MANILA



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