

WE ARE HIRING!



(1) ANTI-DOPING EDUCATION OFFICER (Contract of Service)

Role Summary:

- Developing a code-compliant education plan which meets the requirements of the International Standard for Education.
- Supporting National Sport Federations with their Anti-Doping Education strategies and their antidoping education requirements under the World Anti-Doping Code and International Standard for Education.
- Leading and managing the educators' team/ network, including the recruitment, training, deploying and quality assuring of educators in support of the education program.
- Building International relationships with other anti-doping organizations and other stakeholders to coordinate education efforts, exchange ideas, and enhance programs.

Qualities and Attributes:

- Integrity (equity, justice, fairness, courage, accountability)
- Excellence (professionalism, innovation, quality, competence)
- Respect (honesty, openness, inclusion, diversity)
- Collaboration (engagement, teamwork)
- Dedication (passion)

DEADLINE OF SUBMISSION : JULY 31, 2025

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

Atty. Guillermo B. Iroy, Jr., OIC-Executive Director 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



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(3) DRIVER III - AMBULANCE DRIVER (*Contract of Service*)

Qualification Standards:

- At least 2 years college education
- With a valid professional driver's license
- With valid TESDA Certificate of Proficiency (NCII) on Emergency Medical Services (EMS)
- Place of Assignment :
 - (1) PSC - RMSC
 - (1) PSC - PHILSPORTS
 - (1) PSC - BAGUIO

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(1) ENGINEER I (Contract of Service)

Qualification Standards:

- Bachelor's degree in Civil Engineering.
- Licensed with HVAC airconditioning system experience.

Duties and Responsibilities:

- The job holder will be assigned in Rizal Memorial Sports Complex, directly reporting to the Engineering and Maintenance Head. He/She manages and supervises preventive maintenance programs on all PSC-owned and managed facilities. Maintenance on the Philsports Complex includes assessment reports, repair, improvement, electrical, Air-conditioning, generator power operations, and other maintenance-related projects that are part of the Job holder's responsibilities.
- Responsible for daily facility inspection, reviewing of plans, and submittals, maintaining a daily log of facility activities if any, developing change orders including preparation cost, estimates, and other construction engineering duties for the assigned projects of the agency.

Skills and Attributes:

- Technical proficiency, Problem-solving skills, Analytical thinking, Attention to detail, Good interpersonal skills, Teamwork, Project management.

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(1) DRAFTSMAN III (Contract of Service)

Qualification Standards:

- Bachelor's degree in architecture with at least 3 years of experience relevant to the job.

Duties and Responsibilities:

- The job holder will be assigned in Philsports Complex and will be directly reporting to the Head of Engineering and Maintenance Section. They collaborate with engineers, architects, and other professionals to translate design concepts into detailed drawings, adhere to industry standards and regulations, and oversee quality control processes to maintain high standards of accuracy and precision in drafting work.
- Responsibilities include drawing and drafting sports facilities projects, mentoring projects, and ensuring the accuracy and completeness of technical drawings and plans.

Skills and Attributes:

- Technical proficiency, Drawing and drafting skills, Understanding of engineering principles, Attention to detail, Spatial awareness, Problem solving skills, Communication, Time management, Continuous learning, Teamwork.

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(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)

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(1) ADMINISTRATIVE ASSISTANT V (Contract of Service)

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

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(1) ADMINISTRATIVE ASSISTANT IV (Contract of Service)

Duties and Responsibilities:

- Monitor the day to day operation of the venue.
- Coordinate with the clients regarding operations and booking schedule of events and activities.
- Monitor the implementation of approved events/practices of national athletes and other clients.
- Perform other related works as may be assigned from time to time.

Skills and Attributes:

- Knowledge in Microsoft (Word and Excel)
- Good in management and coordination.
- Basic Knowledge in preparation for athletics event.
- Willing and able to learn new things or sports related policies.

Qualifications:

- College Graduate (Bachelor of Science in Commerce Major in Management)
- Good in management and coordination.

Place of Assignment :

- PSC – PHILSPORTS

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(1) NURSE I (Contract of Service)

Duties and Responsibilities:

- Responsible for rendering first aid treatment to injured athletes, coaches, and PSC Employees.
- Assists medical consultants in treating patients.
- Responsible for maintaining medical requirement in good working conditions.
- Responsible for the promotion of preventive medicine.
- Performs other administrative tasks e.g. submission of monthly and quarterly reports, attending coordination meetings, etc.

Skills and Attributes:

- Computer Literate (Competent)
- First Aid and Emergency Response
- Clinical Competence
- Communication Skills
- Collaboration and Teamwork
- Documentation and Record keeping

Qualifications:

- Registered Nurse - PRC

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(1) WRITER / RESEARCHER II (Contract of Service)

Division/Section/Unit: Office of the Commissioner

Duties and Responsibilities:

- Write correspondence, memoranda, reports, endorsements, and other pertinent papers emanating from the office.
- Undertakes research on sports development.
- Performs public relations functions to promote the activities of the Commission.
- Perform other duties as may be directed from time to time.

Skills and Attributes:

- Problem Solving
- Flexibility
- Organizational Skills
- Adaptability
- Project Management
- Stakeholder Engagement

Qualifications:

- Bachelor's degree relevant to the position. (Writer/Researcher II)
- 1-year relevant experience is a plus.

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