

WE ARE HIRING!



(24) VALIDATOR - P900/DAY
(Job Order)

Work Duration: July - November 2025

Duties and Responsibilities:

- Conducts thorough and accurate screening and validation of all submitted documents and online information of participating Local Government Units (LGU).
- Performs close coordination with the Committee Head and assigned Cluster Coordinators of the Batang Pinoy Games 2025.
- Assist and support the Committee Head regarding various matters relative to the Games.
- Safekeeps and organizes the original documents submitted by the LGU, especially the PSA Birth Certificate.
- Manages the online registration of participants through the BP Games Registration System.
- Attends meetings, participates in the DRM if required and directly coordinates LGU concerns if necessary.
- Performs other tasks relative to the Games as may be assigned.

Qualification Standards:

- At least 2 years in College with average computer skills (computer related degree is an average).
- Knowledgeable in managing Email and Microsoft Office applications.
- All applicants must bring and utilize their own laptop to carry out the responsibilities of this position effectively.

Skills and Attributes:

- Attention to details
- Critical thinking
- Communication skills
- Familiarity with tools or platforms used for validation
- Adaptability
- Collaboration and Teamwork

DEADLINE OF SUBMISSION : JULY 6, 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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(8) PROJECT ASSISTANT - P 900/DAY
(Job Order)

Work Duration: July - November 2025

Duties and Responsibilities:

- Responsible for the end-to-end ID production for the Batang Pinoy Games 2025, including ID cutting and lanyard attachment.
- Manages the bulk printing of the official IDs through the BP Games Registration System.
- Safekeeps and organizes the official IDs by Cluster.
- Performs close coordination with the Committee head and members, as well as assigned Cluster Coordinators of the Batang Pinoy Games 2025.
- Assist and support the Committee head and members regarding various matters relative to the Games.
- Attends meetings, participates in the DRM if required and directly coordinates LGU concerns if necessary.
- Performs other tasks relative to the Games as may be assigned.

Qualification Standards:

- At least 1 year in College (any degree) with basic computer skills
- Knowledgeable with Microsoft Office applications
- Having a personal laptop is preferred for this role

Skills and Attributes:

- Attention to details
- Critical thinking
- Communication skills
- Familiarity with tools or platforms used for validation
- Adaptability
- Collaboration and Teamwork

DEADLINE OF SUBMISSION : JULY 6, 2025

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