

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITION
DATE OF PUBLICATION : April 30, 2026

POSITION TITLE : ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)
PLACE OF ASSIGNMENT : BUDGET DIVISION
ITEM NO. : PSCOMB-ADOF2-23-2004
SALARY GRADE : 11 (P31,705.00)

MINIMUM QUALIFICATION STANDARDS

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : None
TRAINING : None
ELIGIBILITY : Career Service Professional / Second Level Eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents **not later than May 10, 2026**.

1. Application letter indicating the position you're applying for. Kindly address your application letter to:

MICHELLE S. BALUNAN
OIC, Personnel Office
Philippine Sports Commission
Rizal Memorial Sports Complex
Pablo Ocampo Sr. Street,
Malate, Manila

2. Fully accomplished and Notarized Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;

3. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);

4. Hard copy or electronic copy of proof of eligibility/rating/license; and

5. Hard copy or electronic copy of Transcript of Records.

Applicants may e-mail all their application together with the scanned copy of the required documents to [**hr@psc.gov.ph**](mailto:hr@psc.gov.ph)

EEOP Statement: Vacant positions shall be open to all qualified applicants regardless of gender, civil status, physical disability, ethnicity, religion and political affiliation.