



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila



WE'RE HIRING!

(1) ADMINISTRATIVE OFFICER IV CONTRACT OF SERVICE (OFFICE-BASED)

QUALIFICATIONS

SG 15

EDUCATION

Bachelor's Degree relevant to the job (Preferrably International Studies/Relations, Political Science, Foreign Policy, Sociology)

EXPERIENCE

1 year of relevant experience (Involvement in research work, preparation of technical reports, drafting of briefing papers and correspondences, coordination and facilitation of programs/projects)

TRAINING

4 hours of relevant training (Trainings related to research work, preparation of technical reports, drafting of briefing papers and correspondences, and coordination and facilitation of programs/projects)

PLACE OF ASSIGNMENT

Office of the Undersecretary for Operations,
Administration, Finance, and GOCCs (OUOAFG)

DEADLINE: MAY 3, 2024

Submit your application here:



<https://forms.gle/rgJstvprrcLiC9Vn6>

CERTIFIED
ISO 9001



New Executive Building, JP Laurel St., San Miguel, Manila, Philippines
Tel Nos. (02) 8734-7420 • 8734-5966
records@pco.gov.ph