

# WE'RE HIRING

## ADMINISTRATIVE OFFICER V ☐ SG - 18 ☐

### QUALIFICATIONS:

- ✓ Bachelor's degree ☐
- ✓ Two (2) years of relevant ☐  
experience, ☐
- ✓ Eight (8) hours of relevant ☐  
training, ☐
- ✓ Career Service (Professional) ☐  
/Second level eligibility ☐

### REQUIREMENTS:

1. Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City. Job description is available at [https://www.pced.gov.ph/?page\\_id=329/#](https://www.pced.gov.ph/?page_id=329/#) ☐
2. Fully accomplished and signed PERSONAL DATA SHEET (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017); and signed WORK EXPERIENCE SHEET (as attachment to PDS) to also include relevant experiences in bookkeeping, coordination, monitoring, etc. and a team player;
3. Performance rating in the last rating period (if applicable) (for government employees including Job Orders and Contract of Service);
4. Photocopy of certificate of eligibility/rating/license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of Certificates of Trainings/Seminars attended, if applicable;
6. Photocopy of Certificate of Employment with actual duties and responsibilities;
7. Photocopy of Transcript of Records and Diploma.

Interested and qualified applicants should signify their interest in writing. Attach the required documents to the application letter and send to the address below not later than **June 6, 2025**.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**DR. SARAH LYNNE S. DAWAY-DUCANES**  
Division Chief  
Encarnacion Hall, U.P. School of Economics  
Diliman, Quezon City  
[info@pced.gov.ph](mailto:info@pced.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

**BULLETIN OF VACANT POSITIONS**

**Administrative Officer V**

**SG 18-1**

**Research Division**

**06 JUNE 2025**

**DEADLINE OF SUBMISSION**

**Duties and Responsibilities**

**1. Office management**

- 1.1. Oversee the work of staff assigned to the Research Division;
- 1.2. Maintain office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions

**2. Research solicitation, proposal preparation**

- 2.1. Announce calls for research proposal submission to faculty;
- 2.2. Assist the Division Chief (DC) for Research in preparing research agenda, proposals, as needed

**3. Research contract preparation and monitoring**

- 3.1. Draft research contracts, monitor submission of research outputs, prepare requests for payment for research contracts;

**4. Research and prepare summary reports**

- 4.1. Prepare summary reports of PCED for support to teaching, research, and training and extension, for various agencies (DBM, Senate, Congress, UP, etc.);

**5. Information Preparation**

- 5.1. Assist the DC for Research in writing letters and memos;
- 5.2. Compile data for reports, create computerized presentations, wire reports, transcribe dictation, editing, proof reading and other information preparation duties;
- 5.3. Prepare research contract of each faculty who applied for research; monitoring their schedules & deadlines; prepares request for payment for each output submitted and issues a certificate of completion once final report is submitted;

**6. Research Records Management**

- 6.1. Ensuring that financial, legal or administrative requirements and regulations are complied with;
- 6.2. Evaluating records for preservation and retention of the office

**Office of the Executive Director**

Room 203 Encarnación Hall, School of Economics, University of the Philippines, Diliman, Quezon City 1101 Philippines  
Telefax (632) 920-5463 | Email [info@pced.gov.ph](mailto:info@pced.gov.ph) | [www.pced.gov.ph](http://www.pced.gov.ph)

**7. Contracts Management**

- 7.1. Draft contract related to support to teaching, research, and training and extension, for review of the DC and the Executive Director;
- 7.2. Monitor the implementation of all contracts related to support to teaching and support to research.

**8. Perform other functions required by the Division Chief for Research and Executive Director.**

**MINIMUM QUALIFICATIONS**

**EDUCATION**

Bachelor's degree relevant to the job

**EXPERIENCE**

2 years of relevant experience

**TRAINING**

Eight hours relevant training

**ELIGIBILITY**

Career Service (Professional)  
Second Level Eligibility

## APPLICATION INSTRUCTIONS

Interested applicants must submit on or before **06 June 2025** to [info@pced.gov.ph](mailto:info@pced.gov.ph) For easy tracking, please specify the position in the email subject line: "APPLICATION FOR AO V".

### Application Documents

- filename format: Application-Last Name, First Name, Middle Initial.pdf
- Signed APPLICATION LETTER addressed to: DR. MA. JOY V. ABRENICA, Executive Director, Philippine Center for Economic Development, Quezon City (*indicate the position title and certifying that all attached documents are true and correct*)
- Fully accomplished and signed [Personal Data Sheet \(PDS\) \(CS Form No. 212 Revised 2017\)](#) with recent passport-sized picture (*taken within the last six (6) months*).
- Fully accomplished and signed [Work Experience Sheet](#) with recent passport-sized picture. Kindly include relevant experiences in the position applying for.
- Performance Rating: a) For applicants employed in the government service, the latest rating is required for appointment by promotion or transfer (July - December 2024); b) For applicants working in private companies and/or classified as Job Orders/Contract of Service, submit your latest performance rating.
- E-copy of Certificate of Eligibility/board rating/valid license or site/screen capture of the eligibility using the Civil Service Eligibility Verification System.
- E-copy of relevant Training/Seminar Certificates;
- E-copy of School Credentials (a. Transcript of Records & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- E-copy of previous and current Employment Certificates, Contracts, Appointments, Office Orders, or Service Records, with actual duties and responsibilities.