

PHILIPPINE SPORTS COMMISSION
BULLETIN OF VACANT PERMANENT POSITIONS
DATE OF PUBLICATION : December 29, 2015

POSITION TITLE : **ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)**
PLACE OF ASSIGNMENT : Budget Division
ITEM NO. : PSCOMB-ADOF2-23-2004
SALARY GRADE : 11 (Php 18,549.00 / mo.)
MINIMUM QUALIFICATION STANDARDS
EDUCATION : Bachelor's degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : Career Service (Professional) / Second level Eligibility

Interested and qualified applicants must submit personally or thru e-mail the following documents **as soon as possible**.

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

HON. RICARDO R. GARCIA

Chairman

Philippine Sports Commission

Rizal Memorial Sports Complex

Pablo Ocampo Sr. Street,

Malate, Manila

2. Duly accomplished Personal Data Sheet [CSC Form No. 212 (revised 2005)]

3. Authenticated copy of Civil Service eligibility

4. Must be able to present the original and submit the photocopy of the following:

a. Transcript of Records

b. Diploma

c. Service record (if previously employed in the government)

d. Certificate of employment from previous employer/s (if previously employed)

e. Certificate of trainings/seminars attended (if any)

f. NBI/Police Clearance

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