

Position Title : **One (1) Records Assistant**

Place of Assignment : **Accreditation and Compliance Division**
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

- Completion of two-year study in college
- One (1) year relevant experience, preferably in records management and/or digitization
- Basic knowledge in records management specifically records inventory and filing
- Skills: Organizational, Computer and Equipment Operation, Reports Preparation
- Career Service (Sub-Professional) First Level Eligibility

Job Description

1. Conduct inventory of all records;
2. Check the retention period of records against the PRC Records Disposition Schedule and NAP General Records Disposition Schedule;
3. Segregate active and inactive records;
4. Scan documents;
5. Organize scanned documents (soft copies) using appropriate filing system;
6. Create a backup of scanned documents and transfer it online or to another media;
7. Prepare report of records for disposal for submission to the Records and Archives Division using prescribed form;
8. File active records (hard copies) using appropriate filing system and create back up (soft copies);
9. Assist the other staff in inventory, filing and disposal of records of other processes (compliance, registration, accreditation and authority to operate); and
10. Perform other tasks that may be assigned.

Salary Grade

- Equivalent to Salary Grade 8 or Php 18,998.00/ month

Mode of Employment

- Job Order

Interested and qualified applicants must submit their Letter of Intent together with the following documents:

1. **Duly accomplished and NOTARIZED Personal Data Sheet (PDS) with Work Experience Sheet** and recent passport-sized picture (CS Form No. 212, Revised 2017 which can be downloaded at www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. Photocopy of eligibility/ license
5. NBI Clearance
6. TIN

Qualified applicants are advised to email their application not later than **2 December 2022** to:

ANGELICA P. ALTOVEROS

Administrative Officer III

P. Paredes St., cor, N. Reyes St., Sampaloc, Manila

prcrecruitmentapp@gmail.com