

Position Title : Administrative Assistant V
Place of Assignment : Accreditation and Compliance Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Bachelor's degree
Experience : Preferably with two (2) years of relevant work experience
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Sub-Professional)/First Level Eligibility
Others : Must have excellent knowledge in Google Sheets/Forms/Drive
With good communication skills and proficient in writing
Must have analytical, written communication, coordination and organization competencies

JOB DESCRIPTION

A. PROCESSES

Assist in the evaluation of applications and supporting documents, including the printing of certificates of the following processes:

1. Issuance of Permit to Operate Psychology or Psychometrics Office, Center, Clinic or Facility; and
2. Issuance of Certificate of Authority to Operate Chemical Laboratory.

B. INSPECTION AND MONITORING

1. Prepare the necessary Travel/Office Order and coordinate with the PRC Regional Offices and Secretary of the Professional Regulatory Board (Board) for the final schedule or itinerary, and Procurement and Supply Division for the booking of flight of the member/s of the Board, if necessary;
2. Encode/Update the database and monitor the submitted post-inspection reports of the Board and Commission Representative;
3. Maintain a database of all inspected and monitored educational institutions and establishments including their status of compliance;
4. Prepare the Certificate of Compliance (COC) and indorse to Board and the Commission for signature;
5. Assist in the consolidation of the list of educational institutions and establishments proposed to be inspected and monitored; and
6. Check and raise any data discrepancies and always ensure the accuracy of information in the database.

Salary : Equivalent to Salary Grade 11 or Php27,000.00/month

Mode of Employment : Job Order

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

- 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)
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **30 November 2023** to:

KHRISTINE S. LABAO
Administrative Officer V (HMRO)
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com

