

Position Title : **Five (5) Administrative Aide IV- Bookbinder**

Place of Assignment : Archives and Records Division
PRC Central Office
P. Paredes Street corner Nicanor Reyes Streets,
Sampaloc, Manila, 1008 Metro Manila

Qualifications

Eligibility : None required

Education : Elementary School Graduate

Training : None required

Work experience : None required

Job Description

1. Bookbinds, labels and covers all Masterlist and Table of Results, and repairs, restores, and rebinds the old or damaged books;
2. Maintains records of daily production and the amount of time spend on specific tasks, and prepares the accomplishment report thereon;
3. Observes and monitors the tools and machine operations to detect malfunctions and make the necessary adjustments or recommendation for repair/replacement.
4. Checks charge-out slips of borrowed records inside the vault and assists in their re-filing/back-to-file;
5. Assists in filing the approved Commission issuances, such as resolutions, letters and board orders;
6. Assists in the amendment of professional's data based on the approved letter or order for change of status, correction of date of birth, and name;
7. Assists in the disposal of valueless records; and
8. Performs other related functions.

Salary

Equivalent to Salary Grade 4 – Php 14, 993.00

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. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **24 February 2022** to:

KRISTINE S. LABAO

Administrative Officer V (HRMO III)
P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
prcrecruitmentapp@gmail.com