

Position Title : Administrative Aide VI (Digitization Project)
Place of Assignment : Archives and Records Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, cor. N. Reyes St.,
Morayta, Manila

Qualifications

Education : Completion of two-year studies in College
Experience : None Required
Training : None Required
Eligibility : None Required
Others : Basic computer skills, Good communication skills,
High sense of responsibility and urgency; excellent
attention to details, ability to perform multiple activities
(multi-tasking)

JOB DESCRIPTION

1. Digitization the Report of Ratings (ROR) and ROR-List, Board Resolutions that are retrieved from the ARD vault, case records from the Legal Appeals Unit and Appointment/Nomination Documents of PRBs;
2. Cleansing of the Active 201 Files and the approved petitions for Change of Status uploaded in the Laserfiche repository; and,
3. Perform other duties assigned from time to time.

Salary : Equivalent to Salary Grade 6 or Php17,553.00/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

