

Position Title : **ONE (1) ADMINISTRATIVE AIDE IV**

Place of Assignment : **PRC IV-B CALAPAN CITY
SERVICE CENTER**
Mindoro State University-Calapan City
Campus, Calapan City, Oriental Mindoro

Qualifications:

Education:	BS degree holder or Completion of two (2) years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	None Required

Job Description

1. Accepts documents for initial registration of professionals and other procedures under the Registration Division;
2. Drafts request letter to the Professional Registry Division (PRD) for the issuance of pre-printed Certificates of Registration (CORs) based on the number of processed initial registration;
3. Assists in processing the applications for renewal of Professional Identification Cards (PICs), issuance of Certificates of Good Standing (COGS), verification of professionals, and authentication of PICs and COGS; and,
4. Coordinates with the newly registered professionals the availability of his/her CORs.

Salary

Equivalent to SG 4/P15,586.00

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 **28 August 2023** to:

EMALRUED JOHN C. FALOGME

Administrative Officer V (HRMO III)

4/F Sunnymede IT Center, Brgy. South Triangle, 1614 Quezon Avenue, Quezon City

ro4b@prc.gov.ph/hr.4b@prc.gov.ph