

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

**Place of Assignment** : **PRC MIMAROPA REGIONAL OFFICE  
ICT SECTION, FINANCE AND  
ADMINISTRATION DIVISION**  
Regional Office: 4/F Sunnymede IT Center  
Brgy. South Triangle, Quezon Avenue  
Quezon City

**Qualifications:**

<b>Education:</b>	BS Information Technology/BS Computer Science or Completion of two (2) years relevant studies in college
<b>Experience:</b>	Relevant work experience
<b>Training:</b>	Relevant training
<b>Eligibility:</b>	None Required

**Job Description**

1. Daily monitoring of clients' queries and technical concerns lodged at Customer Relationship Management System (CRMS);
2. Submission of Service Request Form (SRF) to the Database Management System Division for various data correction as needed;
3. Submission of Service Request Form (SRF) to the Webmaster for various website postings as needed;
4. Provides technical assistance on the installation, configuration, access requests, checking and troubleshooting of existing systems as need arises; and,
5. Updates and maintains the content of the regional Facebook Page including graphic designing.

**Salary**

Equivalent to SG 6/P17,553.00

**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](http://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