

Position Title : ADMINISTRATIVE AIDE VI

Place of Assignment : PRC MIMAROPA REGIONAL OFFICE
REGULATIONS DIVISION
Main Office: 4/F Sunnymede IT Center, Brgy. South Triangle,
1614 Quezon Avenue, Quezon City

Qualifications:

Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	None Required

Job Description

1. Process applications/petitions for Change of Status, Change of Date of Birth, and Change/Correction of Name;
2. Process applications for State Board Verifications;
3. Receive applications related to Regulation Services; and
4. Performs other related functions.

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

Qualified applicants are advised to email their application not later than **03 August 2023** to:

KHRISTINE S. LABAO

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