

**Project Title** : **Creation of Repositories of Permanent and Valuable Records**

Place of Assignment : Archives and Records Division  
PRC-Central Office  
P. Paderes St., cor. Morayta Sts. Sampaloc, Manila

Legal Service  
Hearing and Investigation Division  
PRC- PICC Office  
Delegation Bldg., Philippine International Convention  
Center (PICC), Vicente Sotto St., Pasay, Metro Manila

### **Fifteen (15) Document Preservation Assistants**

#### **Job Description**

1. Receive and count the number of case folders and the number of pages for each case folders.
2. Prepare and organize case folders in preparation for its digitization.
3. Ensure proper handling of case folders.
4. Maintain accountability of the documents received.
5. Grooming, cleansing and scanning of legal case folders.
6. Pagination, quality control and application of Optical Character Recognition (OCR) on each page of case folders.
7. Observe strict compliance on the internal rules and regulations being enforced by the Archives and Records Division and Office of the Legal Service in the incoming and outgoing of legal case folders.
8. Prepare daily and monthly accomplishment reports and other reports regarding digitization of records.
9. Performs other related functions as may be assigned by the immediate supervisor.

#### **Salary**

- Equivalent to SG 06 or 736.36/day

#### **Qualifications**

- Completion of two-year studies in college
- Basic computer skills
- Good communication skills
- High sense of responsibility and urgency; excellent attention to details, ability to perform multiple activities (multi-tasking)

#### **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](http://www.csc.gov.ph)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. Photocopy of eligibility/license (if applicable)
6. TIN

Qualified applicants are advised to email their application not later than **13 August 2021** to:

#### **KHRISTINE S. LABAO**

Administrative Officer V (HRMO III)  
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