

Position Title : **Digitization Project**

Place of Assignment : Archives and Records Division
Professional Regulation Commission
P. Paredes St. Sampaloc, Manila

Ten (10) Job Order Workers

Job Description:

1. Grooming of more than 1,000 records/documents;
2. Scanning of 2,989,012 pages of records;
3. Quality Control of the scanned pages of records;
4. Conversion of digitized/scanned case records to Optical Character Recognition (OCR);
5. Back to file of folders/records for custody of the Archives and Records Division;
6. Conduct inventory of folders in the custody of Archives and Records Division;

Salary

- Equivalent to Salary Grade 6 – Php 15,524.00

Qualifications

- Bachelor's degree

Duration

- October to December 2020

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
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. Photocopy of eligibility/license
6. TIN

Qualified applicants are advised to hand in or send through courier/email their application not later than **20 October 2020** to:

KHRISTINE S. LABAO
Administrative Officer V (HRMO III)
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila
prchr.recruitment@gmail.com