

Position Title

Five (5) Document Preservation Assistant

Place of Assignment

Professional Registry Division
PRC-Central Office P. Paredes, Nicanor Reyes
St, Sampaloc, Manila, 1008 Metro Manila

Qualifications:

Education: Completion of two-year studies in college
Experience: None Required
Training: None Required
Eligibility: None Required
Others: Basic computer and Communication skills;
High sense of responsibility and urgency;
Excellent attention to details, ability to perform multiple activities
(multi-tasking)

Job Description

1. Segregation by registration number/ profession of Permanent Examination and Registration Record Cards (PERRCS)/ Registry Sheet
2. Back-to-file of the PERRCs of Various professions in the designated file box for easy reference and retrieval
3. Grooming of PERRCS and Registry Sheets
4. Scanning of PERRCS and Registry Sheets
5. Perform other duties as needed

Salary

Equivalent to SG 6 or PhP 17,553.00/ month

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 February 2023** to.

KRISTINE S. LABAO

Administrative Officer V (HRMO III)
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