

Position Title : Senior Administrative Assistant III

Place of Assignment : General Services Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc, Manila

Qualifications

Education : Bachelor's degree relevant to the job.
Experience : Two (2) years of relevant work experience
Training : Sixteen (16) hours of relevant training
Eligibility : RA 1080 or Career Service (Professional)

JOB DESCRIPTION

1. Monitor and ensure the maintenance and repair of equipment and fixed assets (e.g. buildings and facilities) including the preparation of engineering designs, specification and estimates necessary for construction maintenance renovation and repair of facilities and implements actual execution thereof;
2. Prepare progress/accomplishment reports;
3. Provide technical assistance and monitor the implementation relative to infrastructure and physical facilities development; and
4. Perform other duties assigned from time to time.

Salary : Equivalent to Salary Grade 15 or Php36,619.00/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 **04 February 2024** to:

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