

Position Title : **Two (2) Administrative Staff**
Place of Assignment : Human Resource Development Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

- Bachelor's degree holder
- Must have excellent knowledge in MS Excel and MS Word
- Preferably with relevant work experience in office work
- With good communication skills and proficient in writing
- Proactive, detail oriented
- Must have strong organizational and multi-tasking skills
- Civil Service Professional Eligibility

Job Description

1. Prepare communications and administrative issuances (i.e. Office Order, Travel Order, Memorandum Order & Memorandum Circular)
2. Provide administrative assistance in the implementation of the following programs: learning and development, performance management system and competency based HR
3. Keep and maintain all pertinent records
4. Perform other related functions

Salary Grade

- Equivalent to Salary Grade 11 – Php 23,877.00

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)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **4 March 2022** to:

KRISTINE S. LABAO

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

Position Title : **Two (2) Data Encoder**

Place of Assignment : Human Resource Development Division
PRC-Central Office
P. Paredes, Nicanor Reyes St, Sampaloc,
Manila, 1008 Metro Manila

Qualifications

- Must have completed 2 years' studies in college or High School Graduate with relevant vocational/trade course
- Must have excellent knowledge in MS Excel and MS Word
- Computer/Technical Literacy
- Proficient in typing
- Experience: None required
- Training: None required

Job Description

1. Prepares and sorts data for entry in the HRMIS
2. Accurately and efficiently encode all data that needs organizing and recording
3. Organize and maintain original paper evidence
4. Transcribe, scan or photocopy hard copy documents and forms as needed
5. Maintain and ensure the data system is correctly recorded
6. Adhere to and meet set schedules and deadlines
7. Maintain and ensure the data system is correctly recorded
8. Report any major errors or inconsistencies to the Chief AO
9. Maintain report logs of in-progress and/or completed work; and
10. Perform other functions

Salary

- Equivalent to Salary Grade 6 - PhP 16,877.00

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)
2. Resume
3. Photocopy of Transcript of Records
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **4 March 2022** to:

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P. Paredes St., cor, N. Reyes St., Sampaloc, Manila
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