

Position Title : **ONE (1) ADMINISTRATIVE ASSISTANT II**

Place of Assignment : Human Resource Development Division
PRC Central Office
3rd Floor Annex Building P. Paredes Street cor.
N. Reyes Street, Morayta, Manila

Qualifications

Education : Completion of two-year studies in College or High School Graduate with relevant vocational trade course

Experience : One (1) year of relevant experience

Training : Four (4) hours of relevant training

Eligibility : None required

Others : Basic knowledge in records management specifically records inventory and filing
Organizational, Computer and Equipment Operation, Reports Preparation

Job Description

1. Act as HRMPSB secretariat;
2. Prepare matrix, endorsement and summary for vacant position/s in Central Office;
3. Prepare and route recommendation letter for hiring of qualified applicants as Job Order Personnel from Central Office;
4. Prepare Contract and Addendum of Job Order Personnel from Central Office;
5. Prepare publication for Job Order vacant positions and letter for authority to publish Job Order vacant positions in the Professional Regulation Commission (PRC) Official website;
6. Prepare Appointment, Position Description Form (PDF), Oath of Office and Certificate of Assumption for Central and Regional Office;
7. Prepare CSC Checklist and check the completeness of the appointment and other supporting documents to be submitted to the CSC; and
8. Perform other related functions.

Salary : Equivalent to SG 8 or Php 19,744.00/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 **25 November 2023** to:

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

