

#### **FOUR (4) ADMINISTRATIVE STAFF (Cainta Area)**

Professional Regulation Commission- NCR

##### Job Description

1. Pre-assesses and processes applications for licensure examinations of various applicants;
2. Processes applications for renewal of Professional Identification Cards (PICs);
3. Processes application for original certification and authentication of PRC documents such as Board Rating, Passing, Certificate of Registration (CoR), PICs and others;
4. Handles encoding of professional's data;
5. Handles recording of requested documents (incoming and outgoing);
6. Assists in sorting/segregating of documents;
7. Assists clients in their concern;
8. Assists in the retrieval of documents;
9. Handles proper filing of documents;
10. Handles generation of reports;
11. Performs other tasks as may be assigned by the Supervisor.

Place of Assignment: Robinson's Cainta Mobile Service

Salary: Above minimum salary

##### Qualification Standards:

- *Education:*  
Bachelor's Degree
- *Eligibility:*  
Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year of relevant experience
- *Competency:*  
Proficient in MS Office (MS Excel, MS Word)  
With good communication skills and basic customer service Skills  
With positive attitude towards work
- *Location:*  
Preferably within Cainta or nearby area

Interested and qualified applicants must submit their Letter of intent and attach the following documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://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 to:

**JONAPHEL ANNE S. NECER**  
HRMO Designate  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila  
[prcnrc.fad@gmail.com](mailto:prcnrc.fad@gmail.com)

Deadline of submission is on **June 7, 2019.**

## **TWO (2) IT ASSISTANTS (Cainta Area)**

Professional Regulation Commission- NCR

### 1. Mobile Service

Place of Assignment: Robinson's Cainta Service Center

Salary: Above minimum salary

Qualification Standards:

- *Education:*  
Bachelor's Degree relevant to the job (preferably BS in Information Technology)
- *Eligibility:*  
Career Service (Professional) Second Level Eligibility
- *Experience*  
None required
- *Competency*  
Proficient in MS Office,  
With web and social skills, and graphic and writing skills  
With positive attitude towards work
- *Location:*  
Preferably within Cainta or nearby area

Interested and qualified applicants must submit their Letter of intent and attach the following documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
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Deadline of submission is on **June 7, 2019.**

#### **FOUR (4) ADMINISTRATIVE STAFF (Otis Area)**

Professional Regulation Commission- NCR

##### Job Description

1. Pre-assesses and processes applications for licensure examinations of various applicants;
2. Processes applications for renewal of Professional Identification Cards (PICs);
3. Processes application for original certification and authentication of PRC documents such as Board Rating, Passing, Certificate of Registration (CoR), PICs and others;
4. Handles encoding of professional's data;
5. Handles recording of requested documents (incoming and outgoing);
6. Assists in sorting/segregating of documents;
7. Assists clients in their concern;
8. Assists in the retrieval of documents;
9. Handles proper filing of documents;
10. Handles generation of reports;
11. Performs other tasks as may be assigned by the Supervisor.

Place of Assignment: Robinson's Otis Mobile Service

Salary: Above minimum salary

##### Qualification Standards:

- *Education:*  
Bachelor's Degree
- *Eligibility:*  
Career Service (Professional) Second Level Eligibility
- *Experience*  
With one (1) year of relevant experience
- *Competency*  
Proficient in MS Office (MS Excel, MS Word)  
With good communication skills and basic customer service skills  
With positive attitude towards work
- *Location:*  
Preferably within Otis or nearby area

Interested and qualified applicants must submit their Letter of intent and attach the following documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
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Deadline of submission is on **June 7, 2019.**

## **TWO (2) IT ASSISTANTS (Otis Area)**

Professional Regulation Commission- NCR

### Job Description

1. Provides technical assistance to online services transaction (photo retrieval/scanning, password resetting, payment concerns and correction of data);
2. Encodes data of professionals;
3. Handles data verification of professionals;
4. Handles recording of encoded data;
5. Handles generation of reports;
6. Provides IT-related technical support
7. Performs other tasks as may be assigned by the Supervisor.

Place of Assignment: Robinson's Otis Mobile Service

Salary: Above minimum salary

### Qualification Standards:

- *Education:*  
Bachelor's Degree relevant to the job (preferably BS in Information Technology)
- *Eligibility:*  
Career Service (Professional) Second Level Eligibility
- *Experience*  
None required
- *Competency*  
Proficient in MS Office,  
With web and social skills, and graphic and writing skills  
With positive attitude towards work
- *Location:*  
Preferably within Otis or nearby area

Interested and qualified applicants must submit their Letter of intent and attach the following documents:

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