

**Position Title** : **Senior Administrative Assistant III**

**Place of Assignment** : General Services Division  
PRC Central Office  
P. Paredes St., cor. N. Reyes St.,  
Sampaloc, Manila

**Qualifications:**

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

**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 SG 15 or Php 36,619.00/ 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](http://www.csc.gov.ph))
- Photocopy of Transcript of Records
- NBI Clearance
- TIN

Qualified applicants are advised to email their application not later than **23 October 2023** to:

**KHRISTINE S. LABAO**  
Administrative Officer V (HRMO)  
P. Paredes St., cor. N. Reyes St., Sampaloc, Manila\_  
[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)