

**Position Title** : Administrative Assistant V  
**Place of Assignment** : Accreditation and Compliance Division  
PRC-Central Office  
P. Paredes St. cor. N. Reyes St., Sampaloc, Manila

**Qualifications**

**Education** : Completion of two-year studies in College or High School Graduate with relevant vocational/trade course  
**Experience** : Two (2) years of relevant experience  
**Training** : Eight (8) hours of relevant training  
**Eligibility** : Career Service (Sub-Professional) / First Level Eligibility  
**Others** : Computer literate, proficient in writing, possesses good communication skills, analytical, coordination and organizational competencies

**Job Description**

1. Retrieve reports relative to inspection/monitoring conducted within the last three (3) years;
2. Compile/consolidate into the database the retrieved reports for easy reference;
3. Prepare matrix containing the data and findings indicated in the reports;
4. Check any discrepancies of data/information contained in the reports to ensure the accuracy of matrix;
5. Maintain the physical and digital filing system of reports; and,
6. Perform other functions assigned from time to time.

**Salary**

Equivalent to Salary Grade 11 or Php28,512.00/month

**Mode of Employment**

Job Order Worker

*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 ID

Qualified applicants are advised to email their application not later than **15 November 2024** to:

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