

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

**Place of Assignment** : **Administrative Service (Office of the Director)**  
PRC-Central Office  
P. Paredes, Nicanor Reyes St, Sampaloc,  
Manila, 1008 Metro Manila

### **Qualifications**

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

**Experience:** 1 year of relevant experience

**Training:** None required

**Eligibility:** None required

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

### **Job Description**

- Monitors, endorses and consolidates action taken coursed through the CSC Contact Center ng Bayan (CCB), Hotline 8888, Presidential Complaints Center (PCC) and Anti Red Tape Authority
- Monitors and collates submission of COVID-19 Health Declaration Form
- Renders assistance to the COVID 19 Task Force in the contact tracing
- Prepares 2020 O/DPCR Accomplishment of the Office of the Director
- Draft memorandum and communication letters
- Renders assistance to the OIC-Director of Administrative Service

### **Salary Grade**

- Equivalent to Salary Grade 8 or Php19,744.00/ month

### **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](http://www.csc.gov.ph))
2. Photocopy of Transcript of Records
3. Photocopy of eligibility/ license
4. NBI Clearance
5. TIN

Qualified applicants are advised to email their application not later than **06 March 2023** to:

**KHRISTINE S. LABAO**

Administrative Officer V

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

[prcrecruitmentapp@gmail.com](mailto:prcrecruitmentapp@gmail.com)