

Position Title : **Three (3) ADMINISTRATIVE AIDE IV**

Place of Assignment : Archives and Records Division
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: None required

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

- Receives and processes requests for information through e-mail, e-FOI and standard (paper-based) and provide assistance to the requesting party on FOI matters;
- Assists in the shredding and disposal of TQ/TB upon approval of the authority from NAP;
- Assists in receiving of boxes of records transferred from different office/division/section and checks if properly labeled;
- Assists in the transfer/hauling/retrieving of boxes in V-Tech Storage;
- Completes inventory of identified vital records for digitization project;
- Digitizes (groomed and scanned) records from the Rating Division; Receives, authenticates and transmits copies of newly- released Master list to all PRC Regional Offices;
- Compiles and labels copies of new TOR and Master list of examination;
- Arranges books back to shelves chronologically and according to profession;
- Verifies, sorts and inserts approved letter for Change of Status for amendment to Master list and TOR;
- Processes requests for mailing of documents to UST Post Office daily;
- Encodes Returned to Sender Returned Cards and Official Letters for Legal and various offices; Encodes Returned to Sender Board Rating Report;
- Prepares replenishment reports for metered machine used in mailing of official letter;
- Submits monthly report of mailed Decisions, Orders, Notices as well as Return Cards to Hearing and Investigation Division five (5) days after the reference month;
- Verifies exam result, change of status and correction of name/birthdates for Regional and Satellite Offices including Service Center;
- Delivers Official documents in Private and Government agencies; different division of Professional Regulation Commission;
- Fetches, sorts and records mails from Lawton's Post Office.

Salary Grade

- Equivalent to Salary Grade 4 or Php15,586.00/ 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)
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

